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| TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURE (EQUAL OR BELOW 20.000 EUR) |

**PART B: DOCUMENTS TO BE COMPLETED BY TENDERER – TECHNICAL OFFER**

This document contains the following parts:

* Tender submission form
* Tenderer's declaration
* Technical offer

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| TENDER SUBMISSION FORM |

**1 SUBMITTED by (i.e. the identity of the Tenderer)**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this application** | **Nationality** |
| **Leader** |  |  |

**2 CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer, hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services / supplies requested in the tender dossier on the basis of the following documents, which comprise our Technical offer, and our Financial offer:

* Technical offer as per standard format provided in the tender dossier (Part B)
* Financial offer as per standard format provided in the tender dossier (Part C)

This tender is subject to acceptance within the validity period stipulated in clause 6 of the Instructions to tenderers.

We understand that our tender may be rejected if we propose key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by the EU/EDF.

Signed on behalf of the Tenderer

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

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| TENDER'S DECLARATION |

FORMAT FOR THE DECLARATION   
To be submitted on the headed notepaper of the legal entity concerned

<Date>

<Name and address of the Contracting Authority >

**Your ref: < reference >**

**TENDERER’S DECLARATION**

Dear Sir/Madam

In response to your letter of invitation for the above contract we, < Name(s) of legal entity or entities>, hereby declare that we:

1. are submitting this tender on an individual basis for this contract. We confirm that we are not participating in any other tender for the same contract in any form;
2. agree to abide by the ethics clauses in Section 2.4.14 of the Procurement And Grants for European Union external actions – A Practical Guide, have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other tenderers or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this tender according to Section 2.3.6. of the Practical Guide;

* We are not in any of the situations excluding us from participating in contracts which are listed in section 2.3.3 of the Practical Guide. In the event that our tender is successful, we undertake, if required, to provide the proof usual under the law of the country in which we are established that we do not fall into these exclusion situations. The date on the evidence or documents provided will be no earlier than 1 year before the date of submission of the tender and, in addition, we will provide a statement that our situation has not altered in the period which has elapsed since the evidence in question was drawn up.

We also undertake, if required, to provide evidence of financial and economic standing and technical and professional capacity according to the selection criteria for this call for tender specified in the contract notice, point 16. The documentary proofs required are listed in Section 2.4.11 of the Practical Guide.

We also understand that if we fail to provide the proof/evidence required, within 15 calendar days after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

1. will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
2. fully recognise and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 2.3.3.1. of the Practical Guide or if the declarations or information provided prove to be false they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties representing 2 % to 10 % of the total estimated value of the contract being awarded and that this information may be published on the Commission website in accordance with the conditions set in Section 2.3.4. of the Practical Guide;
3. are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative>

<Name and position of authorised representative>

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| TECHNICAL OFFER |

Table to be used in the case of **service** tenders (\* - Column 2 ''Services required'' to be copied from Part A of tender documentation):

| **1.**  **Item Number** | **2.**  **Services required** | **3.**  **Description / indication of services to be provided** | **4.**  **Indicated time frame** | **4.**  **Inputs to be provided** | **5.**  **Evaluation Committee’s notes** |
| --- | --- | --- | --- | --- | --- |
| **1** | Description of specific services required by the CA, including the expected time-frame of delivery.  Please indicate specific inputs to be provided (for example experts, experiences etc.), if applicable | To be completed by the tenderer. | To be completed by the tenderer | To be completed by the tenderer if applicable (for example experts, experiences etc.) | Evaluation committee remarks |
|  | **<**……………………………**>** |  |  |  |  |
|  | **<**……………………………**>** |  |  |  |  |
|  | **<**……………………………**>** |  |  |  |  |
|  | **<**……………………………**>** |  |  |  |  |

Table to be used in the case of **supply** tenders (\* - Column 2 ''Specifications required'' to be copied from Part A of tender documentation) :

| **1.**  **Item Number** | **2.**  **Specifications Required** | **3.**  **Specifications Offered** | **4.**  **Indicated time frame** | **5.**  **Evaluation Committee’s notes** |
| --- | --- | --- | --- | --- |
| **1** | Technical specifications of equipment required, including number of items and expected time frame of delivery | To be completed by the tenderer. | To be completed by the tenderer | Evaluation committee remarks |
|  | **<**……………………………**>** |  |  |  |
|  | **<**……………………………**>** |  |  |  |
|  | **<**……………………………**>** |  |  |  |
|  | **<**……………………………**>** |  |  |  |