Service Tender submission form

REF . Act. 1.2 – Consultancy on Analysis of stakeholders

Contract title: CONSULTANCY ON ANALYSIS OF STAKEHOLDERS

**Please supply one signed** tender submission form (including signed statements of exclusivity and availability from all key experts proposed, if applicable, a completed financial identification form and a completed legal entity file (only for the leader) and declarations from the leader and all members (if you are in a consortium), together with three copies. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the contracting authority upon request. For economic and ecological reasons, we strongly recommend that you submit your files by e-mail or on paper (no plastic folders or dividers). We also suggest you use double-sided printing as much as possible.

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

|  |  |
| --- | --- |
|  | **Name(s) and address(es) of legal entity or entities submitting this tender** |
| **Leader** |  |
| **Member**  |  |
| **Etc.** |  |

1. **CONTACT PERSON (for this tender)**

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

1. **EXPERIENCE**

Please fill in the table below to summarise the main projects related to this contract carried out over the past 5 years[[1]](#endnote-1) by the legal entity or entities making this tender. The number of references to be provided must not exceed 10 for the entire tender.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of Service**  | **Country** | **Overall supply value (EUR)** | **No of staff provided** | **Name of client** | **Dates**  |
|  |  |  |  |  |  |
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1. **DECLARATION(S)**

As part of its tender, each legal entity identified under point 1 of this form, must submit a signed declaration using the attached format (FORMULARI PËRMBLEDHËS I VETËDEKLARIMIT).

1. **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 requested in the tender dossier on the basis of the following documents, which comprise our technical offer, and our financial offer:

* Key expert (and their CVs), if required
* Profile of NGO/Company
* Statements of exclusivity and availability signed by key expert, if required
* Completed legal entity file

This tender is subject to acceptance within the validity period of this tenderers.

Signed on behalf of the tenderer:

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

Statement of exclusivity and availability[[2]](#footnote-1)

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I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer <tenderer name> in the above-mentioned service tender procedure. This includes that I will not be proposed as a replacement expert in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my CV has been included if this tender is successful, namely:

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Availability** |
| April 2023 | December 2023 | part time |

By making this declaration, I understand that I am not allowed to offer my services as an expert to any other tenderer participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the contracting authority and in case of dispute concerning my contract with the contractor I shall address myself to the latter and/or to the competent jurisdictions.

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

1. For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered. [↑](#endnote-ref-1)
2. To be completed by all key experts. [↑](#footnote-ref-1)