## ANNEX SER 6: Tender Dossier (SERVICE)

|  |
| --- |
| This note is for the Contracting Authority on how to complete this Tender Dossier: *Where you see:* **(Note:….)** *this is just a guidance for you and you shall delete these notes from the document.* *Where you see <…> please enter information.**Options are marked* (Option:…) *Where this appears* [insert ] *it is the Tenderer who shall insert information* *\*\*\*\**DELETE this Page prior to submitting the tender dossier*\*\*\*\** |

Insert organisation logo

**INVITATION TO TENDER**

TO:

|  |  |  |  |
| --- | --- | --- | --- |
| <Name and address> |  | **Date of issue:**  | <Date> |
|  | **Tender no.:** | <Tender no.> |
|  | **Contract title:** | <Contract title> |
|  | **Closing date:** | <Date and time> |
|  | **Tender opening:** | <Date and time>  |
|  | **Contracting Authority:** | <Name and address>Contact person: <Name>Tel: <Number>Fax: <Number>Email: <Email> |

**<name of Contracting Authority>** **invites you to TENDER**

**FOR <type of service> (Option: under a framework contract) (Note: delete option if not required)**

Dear Sir/Madam

The Service is required for <brief description of the Project and/or Framework Contract>, an intervention supported by <name of donor>.

Please find enclosed the following documents, which constitute the Tender Dossier:

**A – Instructions to Tenderers**

**B – Draft Contract including Annexes:**

 **Annex 1: Terms of Reference**

 **Annex 2: Organisation and Methodology** (to be completed by the Tenderer)

 **Annex 3: Tender Submission Form** (to be completed by the Tenderer)

 **Annex 4: General Terms and Conditions for Service Contracts**

 **Annex 5: Code of Conduct for Contractors**

 **Annex 6: Bank Guarantees:**

 **Performance Guarantee** (to be completed by the Tenderer)

 **(Option: Tender Guarantee** (to be completed by the Tenderer)

 **(Option: Prepayment Guarantee** (to be completed by the Tenderer)

**(Note: delete Annex 2 if irrelevant to the Contract and revise the sequence of numbering of the Annexes)**

**(Note: adjust the guarantees as required and please refer to section 9.3 in the Procurement Manual. Please insert the required guarantee template at the end of this document.**

If this document is in PDF format, upon request a complete copy of the above documents can be forwarded in WORD format for electronic completion. It is forbidden to make alterations in the text.

We would be grateful if you would inform us by email of your intention to submit or not submit a proposal.

## A. Instructions to tenderERs

In submitting a proposal, the Tenderer accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his/her own conditions of services may be, which the Tenderer hereby waives. The Tenders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Tender Dossier.

1. **Scope of services**

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Tenderer shall offer the totality of the Services described in the Terms of Reference. Tenderers offering only part of the required Services will be rejected.

1. **Scope of services**

The Tenderer shall bear all costs associated with the preparation and submission of his/her proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

1. **Clarification of tender documents and additional information**

Tenderers may submit questions in writing at the latest on the date specified in the timetable in article A.4, specifying the tender no., and the contract title. Information regarding interpretation of this invitation to tender must be requested in writing to the Contracting Authority’s contact person.

Tenderers are not allowed to approach the Contracting Authority for verbal clarification.

Any clarification of the Tender Dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

1. **Planned timetable**

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Time** |
| Deadline for request for any clarifications from the Contracting Authority | <Date (e.g. approx 21 days before deadline for submission)> | <Time> |
| Last date on which clarifications are issued by the Contracting Authority | <Date (e.g. approx 11 days before deadline for submission)> | <Time> |
| Deadline for submission of tenders (closing date) | <Date> | <Time> |
| Tender opening session | <Date> | <Time> |
| Contract award | <Date> | <Time> |
| Contract start | <Date> | <Time> |

All times are in the time zone of <country>.

1. **Eligibility and qualification requirements**

Tenderers are not eligible to participate in the tender procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Tenderer whose tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers are also requested to certify that they comply with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources tenderers shall provide the information and the documents requested in the Tender Dossier.

1. **Exclusion from award of contracts**

Contracts may not be awarded to Tenderers who, during the procurement procedure:

1. are subject to conflict of interest; and/or
2. are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.
3. **Language of Tenders**

The tenders, all correspondence and documents related to the Tender exchanged by the Tenderer and the Contracting Authority must be written in <English>. (Option: Supporting documents and printed literature furnished by the Tenderer may be in <local language>.) **Note: delete option if English is the only language to be used in this Contract)**

1. **Documents comprising the Tender**

The Tenderer shall complete and submit the following documents with his/her tender:

1. Tender Submission Form (Annex 3) with supporting documents and duly completed and signed by the Tenderer
2. Organisation and Methodology using the structure in Annex 2
3. CV highlighting the Tenderers experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed;
4. CV’s of key experts
5. Copies of Tenderer’s audited financial statement for the last three years.
6. Evidence of any quality accreditation or ISO Certifications
7. Performance Guarantee
8. (Option: Tender Guarantee)
9. (Option: Prepayment Guarantee)
10. <Other relevant documents required>

and other relevant information that should be made known to the Contracting Authority.

**(Note: adjust options as required)**

1. **(Option: Tender Guarantee)**

All tenders must be accompanied by a Tender Guarantee of minimum <1%> of the total tender amount. The guarantee shall be issued in favour of the Contracting Authority and be valid for 45 days beyond the period of validity of the Tender. The Tender Guarantee shall be issued in the form of a first demand guarantee, by an internationally recognised bank or other financial institution, and shall be in accordance with the text in the attached guarantee. The Tender Guarantee may also be issued in the form of a banker’s draft, a certified cheque, a bond provided by an insurance company or an irrevocable letter of credit, as long as it creates under the applicable law the same irrevocable, at-first-demand obligations for the guarantor as expressed in the wording of the attached guarantee.

**(Note: please insert the guarantee template at the end of this document as an Annex. Delete this article if not required)**

1. **Financial proposal**

The Financial Proposal shall be presented as an amount in <currency> in the Tender Submission Form in Annex 3. The price proposed by the Tenderer shall not be subject to adjustments except as otherwise provided in the conditions of the Contract.

(Option:) For evaluation purpose, where proposals are given in <local currency>, it shall be converted into <EUR> at the rate published in <name of national bank> on the closing date. **(Note: delete option if not required)**

The remuneration of the Contractor under the Contract shall be determined as follows: **(Note: please select one of the three following options and/or adjust to project requirements and delete the others)**

####  (Option 1: Global price:) The Tenderer shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Tenderer shall be deemed to have satisfied himself/herself as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Tenderer under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

#### (Option 2: Global price for fees and actual reimbursable expenses:) The Tenderer shall indicate in his/her proposal: (i) his/her proposed global remuneration and (ii) if applicable, his/her comments or counterproposals on the budget for reimbursable expenses specified in the Draft Contract. The Tenderer shall be deemed to have satisfied himself/herself as to the sufficiency of his/her proposed global remuneration, to cover his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes and social charges, etc. The proposed global remuneration shall cover all obligations of the successful Tenderer under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the services and the remedying of any deficiencies therein. The Tenderer shall be entitled to the reimbursement of actual expenses incurred for the performance of the Contract as specified in the Draft Contract. Costs and expenses, which are not mentioned in the Contract, shall be deemed covered by the overhead of profit included in the fees. The Tenderer may propose comments or counterproposals on the budget for such reimbursable expenses in his/her proposal (Proposal Submission Form, Annex 3).

**(Option 3: Fee/time-based price:)** The Tenderer shall indicate in his/her proposal: (i) his/her proposed daily fee-rate (based on an eight-hour working day) <monthly fee rate> and (ii) if applicable, his/her comments or counterproposals on the budget for reimbursable expenses specified in the Draft Contract. Costs and expenses which are not mentioned in the Contract shall be deemed covered by the overhead of profit included in the fees.

(Option:)For evaluation purpose, where quotations are given in <local currency>, it shall be converted into <EUR> at the rate published in <name of local national bank> on the closing date. **(Note: delete option not required)**

**(Note: Describe specific national VAT and/or any sales tax documentation requirement, if any, and delete this note).**

**VAT and/or any sales tax applicable to the purchase of services shall be indicated separately in the Tender Submission Form.**

1. **(Option: Tenderers proposed personnel)**

In the Organisation and Methodology, Annex 2, the Tenderer shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Tenderer proposes to use for the performance of the Services. The key experts are those whose involvement is considered instrumental in the achievement of the contract objectives. The CV of each key expert shall be provided highlighting his/her experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed. The Tenderer whose proposal is accepted shall provide, if so requested by the Contracting Authority, copies of diplomas and employers’ certificates or references proving the key experts’ education, professional experience and language proficiency.

In the Tender Submission Form, Annex 3, the Tenderer shall provide detailed information about key experts’ actual availability for the performance of the Contract.

If, before the signing of the Contract, a key expert proposed in the proposal is no longer available the Tenderer shall inform the Contracting Authority immediately and the proposal will in such case be considered invalid. **(Note: delete article if not required)**

1. **(Option: Subcontractors)**

If the Tenderer intends to use subcontractors, the Tenderer shall state in the Organisation and Methodology, Annex 2, their names, qualifications, role and duties in the performance of the Contract and the Tenderer shall specify the parts of the Services which will be executed by the subcontractors, which may not exceed 30% of the Contract. Provisions of article “Tenderers proposed personnel” concerning the Tenderers personnel and the article concerning eligibility and qualification requirements shall apply to the subcontractors or the subcontractor’s personnel. **(Note: if subcontracting is not allowed, please delete this article)**

1. **Validity**

Tenders shall remain valid and open for acceptance for <30> days after the closing date for the submission of tenders.

Prior to the expiry of the tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

1. **Submission of tenders and closing date**

Tenders must be received at the address mentioned below by hand or post not later than the closing date and time specified in the time table article A.4. Any tenders received after that time will not be considered.

Tenders shall be submitted in a sealed envelope bearing the following information:

<Address>

Attention: <Name>

Tender receipt: <Date and time>

Tender no.: <Number>

**Tenders are NOT OPENED BEFORE THE tender opening session on <date and time>**

All tenders must be submitted in one original, marked “original”, and <number> copies signed in the same way as the original and marked “copy”.

No tender may be changed or withdrawn after the deadline has passed.

1. **Tender opening**

Tenderers are invited to attend the tender opening. Tenderers are requested to advise the contact person, at least one day in advance of the tender opening if they will attend.

Tender opening will take place at <address> at the time and date specified in article A.4. Tenderers representatives who are present shall sign a register indicating their attendance.

At the tender opening, only the Tenderers names, the total amount of the tenders and any discount offered will be read aloud and recorded.

1. **Evaluation of Tenders**

Prior to the detailed evaluation of the tenders, the evaluation committee, (established by the Contracting Authority for the purposes of this tender procedure), shall ascertain whether the tenders meet the eligibility requirements; have been properly signed, are substantially responsive to the tender documents; have any material errors in computation; and are otherwise generally in order.

If a tender is not substantially responsive i.e. it contains material deviations from or reservations to the Terms of Reference and/or conditions in the tender dossier, it shall not be considered further.

After analysing the substantially responsive tenders, the evaluation committee will examine the technical admissibility of each tender, classifying it as technically compliant or non-compliant. Deviations from the Terms of Reference may be considered if deemed to be in the best interest of the Contracting Authority.

Tenders determined to be substantially responsive and technically compliant will be checked by the evaluation committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. If a Tenderer refuses to accept the correction, his/her tender will be rejected.

**Evaluation method**

The evaluation method will be the quality and cost based selection. A two-stage procedure shall be utilised in evaluating the tenders; a technical evaluation and a financial evaluation.

Tenders will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights of <75>% for the technical proposal; and <25>% for the offered price. Each tender’s overall score shall therefore be: St X <75>% + Sf X <25>%.

**Technical evaluation**

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

#### (Note: modify or delete the below criteria and weights to match requirements of the specific contract, Please ensure that the total of points is equal to 100)

|  |  |
| --- | --- |
| Technical evaluation | Maximum Points  |
|
| 1 | (Tenderers economic and financial capacity) | <insert no> |
| 2 | (Tenderers technical capacity) | <insert no> |
| 3 | (Extent to which any service would be sub-contracted) | <insert no> |
| 4 | (Availability of quality assurance procedures and quality accreditations) | <insert no> |
| 5 | (Organisation’s specialised knowledge and experience in the field of assignment and selected region | <insert no> |
| 6 | (Tenderers relevant academic qualifications) | <insert no> |
| 7 | (Tenderers relevant experience in the field of assignment) | <insert no> |
| 8 | (Tenderers experience in the region/country e.g. knowledge of local language, culture, administrative system, government etc.) | <insert no> |
| 9 | (Tenderers proficiency in <insert language>  | <insert no> |
| 10 | (Tenderers CSR related policies – e.g. HR policy, health and safety policy, energy policy, climate policy, Global Compact membership etc.) | <insert no> |
| 11 | (CSR related standards/certifications e.g. ISO26000/50001/140000 or SA80000 certification) | <insert no> |
| **Sub-total individual Tenderer and/or Company** | **<40>** |
| 1 | (To what degree does the proposal show understanding of the task?) | <insert no> |
| 2 | (Have the Terms of Reference been addressed in sufficient detail?) | <insert no> |
| 3 | (Is the conceptual framework adopted appropriate for the task?) | <insert no> |
| 4 | (Is the sequence of activities and the planning logical, realistic and promising efficient implementation to the Contract?) | <insert no> |
| 5 | (Is the work plan adequate in responding to the Terms of Reference) | <insert no> |
| **Sub-total Organisation and Methodology** | **<40>** |
| 1 | (Relevant academic qualifications) | <insert no> |
| 2 | (Relevant experience in the field of assignment) | <insert no> |
| 3 | (Experience in the region/country e.g. knowledge of local language, culture, administrative system, government etc.) | <insert no> |
| 4 | (Proficiency in <insert nation> language) | <insert no> |
| **Sub-total Key expert**  | **<20>** |
| **Total Technical Score** | **100** |

**Financial evaluation**

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

Sf = 100 x Fm/F, in which

Sf is the financial score

Fm is the lowest price and

F is the price of the proposal under evaluation

1. **Award Criteria**

(Option 1:)

The Contracting Authority will award the contract to the Tenderer whose tender has been determined to be substantially responsive to the Tender Dossier and technically compliant, and who has obtained the highest overall score, provided further that the Tenderer has demonstrated the capability and resources to carry out the contract effectively.

(Option 2:)

The Contracting Authority will award the contract to the <number> tenderers whose tender has been determined to be substantially responsive to the Tender Dossier, and who has offered the highest overall ranked scores amongst the <number> tenderers, provided further that the Tenderer has demonstrated the capability and resources to carry out the contract effectively.

**(Note: if not a Framework Contract, delete option 2. If a Framework Contract select the option suitable to the Contract. Please refer to Procurement Manual section 4.10.**

1. **Signature and entry into force of the Contract**

Prior to the expiration of the tender validity period, the Contracting Authority will inform the successful Tenderer in writing that its tender has been accepted and inform the non-successful tenderers in writing about the result of the evaluation process.

(Option: The Contracting Authority reserves the right to adjust the services within a range of +/- 25% to remain within the available funds.) **(Note: delete option if a Framework Contract)**

Within <7> days of receipt of the Contract, not yet signed by the Contracting Authority, the successful Tenderer must sign and date the Contract and return it, (Option: with the Performance Guarantee), to the Contracting Authority. On signing the Contract, (Option: and subject to the provision of a valid Performance Guarantee), the successful Tenderer will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful Tenderer fails to sign and return the Contract (Option: and the Performance Guarantee) within the days stipulated, the Contracting Authority may consider the acceptance of the Tender to be cancelled without prejudice to the Contracting Authority's right to (Option: seize the Tender Guarantee), claim compensation or pursue any other remedy in respect of such failure, and the successful Tenderer will have no claim whatsoever on the Contracting Authority. **(Note: delete options as required)**

1. **Performance Guarantee**

Within <7> days of receipt of the Contract from the Contracting Authority, the successful Tenderer shall, furnish a Performance Guarantee in accordance with Article B.16 of the Draft Contract.

1. **Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the tender process at any stage.

1. **Data Protection and Privacy**

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued as a result of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes, in accordance with applicable EU, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidders consent to such data collection and its processing

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.

#### (OPTION: INCLUDE DRAFT CONTRACT IF REQUIRED)

**b. draft (option: Framework) contract (SERVICE)**

**CONTRACT TITLE: <Title>**

**Contract no.: <Number>**

**(Note: delete option if not required)**

**Instructions to tenderers: at this stage of the tender preparation this Draft Contract document is for your information and intended to make you aware of the contractual provisions. The information missing in this document will be filled in when a successful Tenderer has been selected, and the “Draft” Contract will then become the “final” Contract” between the Contracting Authority and the Contractor**

**Annex 1: Terms of reference**

* **Background information**

<Information of the country>

<General/relevant background information about the project, the organisation and the partner>

* **contract purpose and Expected results**

**Overall objective:**

<The overall objective of the project is>

**Purpose:**

<The purpose of this Contract is>

**Results to be achieved by the Contractor:**

1.

2.

3.

* **(OPTION: ASSUMPTIONS AND RISKS)**

**(Note: an assumption could be that the security situation permits the work to be completed or the Government is willing to cooperate. A risk could be limited access to the area, country etc. Please delete this section if irrelevant to this Contract)**

* **Scope of the Services**

<Project information including geographical area to be covered>

<The tasks to be carried out by the Contractor>

<The Management structure: who is responsible for this Contract and who will the Contractor report to>

* **timing, logisitics and facilities**

<When the Contract will commence and period of implementation>

<Location of where the Contractor will be based for the duration of the task>

<Facilities to be provided by the Contracting Authority e.g. office accommodation>

<Facilities to be provided by the Contractor>

* **(Option: KEY EXPERTS AND OTHER PERSONNEL)**

<Brief description. Please see Organisation and Methodology>

**(Note: please delete this option if irrelevant to the Contract)**

* **(Option: SUBCONTRACTORS)**

**(Note: please delete this option if irrelevant to the Contract)**

* **reporting**

<Report requirements; what, how and when>

<Language of the reports, no. of copies, and recipient>

* **QUALIFICATION REQUIREMENTS**

<List the required qualifications>

**(Note: do not include financial conditions (fees, reimbursable expenses and payments) in the Terms of Reference (these should be included in the Contract only))**

**Annex 2: Organisation and methodology**

**To be filled in by the Tenderers, in compliance with the following instructions:**

**Rationale**

* Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the Contract. Detailed list of inputs, activities and outputs. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final Contract.
* An opinion on the key issues related to the achievement of the Contract objectives and expected results.
* An explanation of the risks and assumptions affecting the execution of the Contract.

**Strategy**

* An outline of the approach proposed for contract implementation.
* A list of the proposed activities considered to be necessary to achieve the contract objectives.
* The related inputs and outputs.
* (Option: In the case of a proposal being submitted by a consortium a description of the input from each of the consortium members and the distribution and interaction of tasks and responsibilities between them.) **(Note: please delete option if not required)**
* (Option: If a team of experts: A description of the support facilities (back-stopping) that the team of experts will have from the Tenderer during the execution of the Contract.) **(Note: please delete option if not required)**
* (Option: A description of subcontracting arrangements foreseen, with a clear indication of the tasks that will be entrusted to a subcontractor and a statement by the Tenderer guaranteeing the eligibility of any subcontractor.) **(Note: please delete option if not required)**

**Timetable of activities**

* The timing, sequence and duration of the proposed activities taking into account mobilisation time.
* The identification and timing of major milestones in execution of the Contract, including an indication of how the achievement of these would be reflected in any reports particularly those stipulated in the Terms of Reference.
* Include a programme.

**(Option: Logical frame)**

* A Logical frame reflecting the considerations above. **(Note: please delete if not required)**

**(Option: Key experts)**

* The Tenderer shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Tenderer proposes to use for the performance of the services. The key experts are those whose involvement is considered instrumental in the achievement of the Contract objectives. The CV of each key expert shall be included highlighting his/her experience in the specific field of the services and his/her specific experience in the country/region where the services are to be performed. In addition the Tenderer shall include information on current participation of key experts in other contracts and or commitments to participate in future contracts, including detailed description of their tasks and period of engagement. **(Note: please delete option if not required)**

### Annex 3: Tender submission form

The financial proposal for the required services is as follows:

**(Note: please select one of the below options and harmonize this section with article A.6. Financial Proposal)**

**(Option 1: Global price)**

|  |  |  |
| --- | --- | --- |
|  | **Currency** | **Amount** |
| Global price (fees and expenses) |  |  |
| VAT or other tax on services |  |  |
| **Total price incl. taxes** |  |  |

 **(Option 2: Global price for fees and reimbursable expenses)**

|  |  |  |
| --- | --- | --- |
|  | **Currency** | **Amount** |
| Global price (fees) |  |  |
| **Reimbursable expenses:** |  |  |
| <Transport> |  |  |
| <Accommodation> |  |  |
| <Per diem> |  |  |
| <Office costs> |  |  |
| <Others> |  |  |
| **Total reimbursable expenses** |  |  |
| VAT or other tax on services |  |  |
| **Total price incl. taxes** |  |  |

**(Option 3: Fees/time based price)**

|  |  |  |
| --- | --- | --- |
|  | **Currency** | **Amount** |
| Fee rate |  |  |
| Number of <days> <months> |  |  |
| **Total fees** |  |  |
| **Reimbursable expenses:** |  |  |
| <Transport> |  |  |
| <Accommodation> |  |  |
| <Per diem> |  |  |
| <Office costs> |  |  |
| <Others> |  |  |
| **Total reimbursable expenses** |  |  |
| VAT or other tax on services |  |  |
| **Total price incl. taxes** |  |  |

**Other relevant information:**

|  |
| --- |
| **Tenderer information** |
| Company (legal name) |  |
| Street name and no. |  |
| City  |  |
| Postal code |  |
| Country  |  |
|  |  |
| Phone no. |  |
| Email |  |
| Website |  |
|  |  |
| Director (name) |  |

|  |
| --- |
| **(Option: GENERAL COMPANY INFORMATION)** |
| Year of establishment |  |
| Number of full time employees |  |
| Licensing authority |  |
| Licence number (VAT no./TAX id) |  |
| Countries with registered office: |  |
| International quality assurance certification held by your company |  |
| Local and national quality assurance certification held by your company |  |
| International trade / professional organisations of which your company is a member |  |
| Local trade / professional organisations of which your company is a member |  |
| Does your company have CSR related policies in place – e.g. Health, Safety, HR, Energy or Climate policy or is a member of Global Compact? Please state which policies. |  |
| Does your company live up to e.g. ISO 26000/50001/14000 standards or is SA8000 certified? Please state which. |  |
| Does your company have a Code of Conduct? |  |

**(Note: Please adjust the information as required)**

|  |
| --- |
| **REFERENCES** |
| **Name and country of customer** | **Type of contract** | **Value** | **Contact name** | **Phone/fax and email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Tenderers assignments and periods of engagement. Additional documents can be attached to the above form.

Please attach CV’s of each key expert involved in the provision of the required service and provide information of their availability during the performance of the service.

The tender proposal is valid for a period of <number> days after the closing date in accordance with the article A.9. Validity.

After having read your Tender Dossier no. <number> for <contract title> dated <date>, and after having examined the Tender Dossier, I/we hereby offer to execute and complete the services in conformity with all conditions in the Tender Dossier for the sum indicated in our financial proposal.

On behalf of the company I/we hereby:

* Accept, without restrictions, all the provisions in the Tender Dossier including the General Terms and Conditions for Service Contracts and the Draft Service Contract including all annexes.
* Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1 within the time frame described in our Organisation and Methodology Form.
* (Option: If our tender is accepted, we undertake to provide a performance guarantee of <10%> of the contract value.) **(Note: delete option if not required)**
* Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
* Certify and attest compliance with the Code of Conduct for Contractors in Annex 5.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

* In the event the Contract is awarded to us, we request that payments under the contract be made to the following account: [insert all necessary references].

Any subsequent Contract related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

Signed by:

|  |  |
| --- | --- |
| **The Tenderer** |  |
| Name of the company: |  |
| Address:  |  |
| Telephone no.: |  |
| Email: |  |
| Name of contact person: |  |