Service Tender submission form

Ref: WB24-SRB-TRA-02

Contract title: Service Contract for Geological and Geotechnical Surveys

One copy, signed in original, of this Service tender submission form, as well as Declarations from the Leader and all members (in case of a consortium) must be supplied. The attachments to this submission form (i.e. declarations, statements) may be scanned copies. Originals must be dispatched to Planet upon request. All data included in this submission form must concern only the legal entity or entities submitting the tender.

Tenders submitted by consortiums (i.e. either a permanent, legally-established grouping or a grouping constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

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

|  |  |
| --- | --- |
|  | **Name(s) and address(es) of legal entity or entities submitting this tender** |
| **Leader[[1]](#footnote-2)** |  |
| **Member 1** |  |
| **Etc.**  |  |

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

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

1. **ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table of financial data[[2]](#footnote-3) based on your annual accounts. Figures in all columns must be on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, an explanation of the change must be provided as a footnote to the table). Any clarification or explanation which is judged necessary may also be provided. In case of applicant being a public body, equivalent information should be provided.

|  |  |  |
| --- | --- | --- |
| **Financial data[[3]](#footnote-4)** | **Year 2018****€** | **Year 2019€** |
| Annual turnover[[4]](#footnote-5), excluding this contract |  |  |

1. **DECLARATION(S)**

As part of this tender, each legal entity identified under point 1 of this Tender submission form, that is every consortium member in case the tender is submitted by a consortium, must submit a signed declaration using the attached format. The declaration may be in scanned copy. Originals must be dispatched to Planet upon request.

Moreover, each legal entity identified under point 1 of this Tender submission form, including every consortium member must submit a signed declaration of honour on exclusion and selection criteria.

1. **STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer (for consortiums, this must include all consortium members), 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, which is submitted in a separate PDF file password protected:

* Tenderer’s declaration (for a consortium, this must include one from every consortium member)
* Completed legal entity file (or the legal entity number allocated. Alternatively, a copy of the legal entity file provided to the contracting authority on an earlier occasion, unless the legal status has changed in the meantime. For a consortium, this must include one from every consortium member )
* A signed Declaration of honour on exclusion and selection criteria (for a consortium, this must include one from every consortium member)
* Completed financial identification form providing details of the bank account into which payments under the proposed contract should be made in the event that we are awarded the contract (or the financial identification number or a copy of the financial identification form provided to the contracting authority on an earlier occasion, unless it has changed in the meantime)
* Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.
* Documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the Instruction to tenderers (section 5).
* Organisation & methodology (format provided in the tender dossier)
* Consent letter to use personal data (format provided in the tender dossier)

[We undertake to guarantee the eligibility of the subcontractor(s) for the parts of the services for which we have stated our intention to subcontract in the organisation and methodology.] (delete this sentence if not applicable)

We confirm that we, including all consortium members, subcontractors and experts are not in the lists of EU restrictive measures ([www.sanctionsmap.eu](http://www.sanctionsmap.eu)) and we understand that our tender may be rejected, if proved the contrary.

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

We are fully aware that, for a consortium, the composition of the consortium cannot be changed in the course of the tender procedure, unless Planet gives its prior approval in writing. We are also aware that the consortium members would have joint and several liability towards the contracting authority concerning participation in both the above tender procedure and any contract awarded to us as a result of it.

This tender is subject to acceptance within the validity period stipulated in clause 8 of the instructions to tenderers. Signed on behalf of the tenderer:

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

FORMAT OF THE DECLARATION REFERRED TO IN POINT 1
OF THE TENDER SUBMISSION FORM
To be submitted on the headed notepaper of the legal entity concerned

<Date>

IPF 10 Planet Consortium

Stojana Protića 16, 2nd floor, room 4

11000 Belgrade,

Serbia

**Your ref: < Publication reference >**

Dear Sir/Madam

**TENDERER’S DECLARATION**

In response to your call to tender 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]** \* [**as member of the consortium** led by < name of the leader> [ourselves]] \* for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as a member — including leader — in a consortium or as an individual candidate);
2. agree to abide by the ethics clauses in Code of Ethics and the Business Integrity Policy (Annex A of the Agreement) and in Section 18 of the instructions to tenderers and have no professional conflicting interests and/or any relation with other candidates or other parties in the tender procedure or behaviour which may distort competition at the time of submitting this tender;
3. [ have attached a current list of the enterprises in the same group or network as ourselves] [ are not part of a group or network] \*;
4. will inform Planet immediately if there is any change in the above circumstances at any stage during the tender procedure or during implementation of the tasks;
* are not in any of the situations excluding us from participating in contracts which are stipulated under Article 57 of Council Directive 2014/24/EC;
* <please select as appropriate between Option 1 and 2> :[Option 1]we have not been involved in the preparation of the project which is the subject of this tender procedure [Option 2] our involvement in previous stages of the project as <please specify> does not constitute unfair competition and we undertake to prove this should we be required to do so by Planet. [please add for both Options] Furthermore, we declare that we have no conflict of interests or any equivalent relation in that respect with other tenderers or parties involved in this technical assistance operation and/or the underlying project at the time of the submission of this tender;;
* fully recognise and accept that if we participate in spite of being in any of the situations stipulated under Article 57 of Council Directive 2014/24/EC or if the declarations or information provided prove to be false, we may be subject to rejection from this procedure;
1. are aware that, for the purposes of safeguarding the financial interests of the EU, 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 our tender and the expert may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in an EU/EDF financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

[\* Delete as applicable]

In the event that our tender is successful, we undertake, if required, to provide the additional documentation indicated in the Instructions to tenderers, including evidence of the financial and economic standing and the technical and professional capacity data included in our submission form for this tender, according to the selection criteria for this tender specified in the Instructions to tenderers, as well as documentary evidence that we do not fall into the exclusion situations stipulated under Article 57 of European Parliament and Council Directive 2014/24/EU. The date on the evidence or documents provided in this respect will be no earlier than 1 year before the submission of the tender. 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 understand that if we fail to provide this proof 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.

Yours faithfully,

<Signature of authorised representative of the legal entity >

**< Name and position of authorised representative of the legal entity >**

1. Add/delete additional lines for consortium members as appropriate. **Note that subcontractors are not considered to be consortium members**. If this tender is being submitted by an individual legal entity, the name of that legal entity should be entered as ‘**leader**’ (and all other lines should be deleted). Any change in the identity of the leader and/or any consortium members between the deadline for receipt of tenders set in the instructions to tenderers and the award of the contract is not permitted without the prior approval in writing of the contracting authority. [↑](#footnote-ref-2)
2. If this tender is being submitted by a consortium, the data in the table must be the sum of the data in the corresponding tables in the Declarations provided by the consortium members. [↑](#footnote-ref-3)
3. If the accounts of the legal entity(ies) are in a currency other than EUR and EUR equivalents are not included in the entity’s financial statements, the financial data to be provided in the table will be converted into EUR using the average InforEuro exchange rate for the respective financial year. In this case, the tenderer will indicate, in an endnote to the table, the start and end date of the financial year(s) and the exchange rate used for conversion. InforEuro monthly rates are available at the following website: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en> [↑](#footnote-ref-4)
4. The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#footnote-ref-5)