SERVICE TENDER SUBMISSION FORM

Ref: 18-03/CUAMM/ETH/2023

Contract Title: Provision of office stationeries and printing press material

**[How to complete this tender submission form**

**When submitting the tender submission** **form**, include the following documents:

- the signed statements of exclusivity and availability from all key experts proposed (if applicable)- a completed financial identification form  
- a completed legal entity file (only for the leader)  
- the tenderer’s declarations.

Tenders submitted by **consortia** (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. In case of consortia, the tenderer’s declaration should be submitted by the leader and by all members of the consortium.

In case the instructions to tenderers (see section 8) state that the tender should be submitted by post or courier or hand delivered (**paper submission**): the attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. **The only exception is the Declaration on Honour on exclusion and selection criteria for which signed originals shall be submitted.**

Originals documents that have not been submitted must be kept by the tenderer. If requested, these originals documents must be dispatched to the contracting authority.

**Delete this section highlighted in yellow after having completed all instructions.]**

Capacity-providing entities

An economic operator (i.e. tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing with the tender documents a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **For the purpose of the present tender, the data for this third entity for the relevant selection criterion has to be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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

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

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

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

**3 ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table of financial data[[3]](#endnote-3) based on your annual closed accounts and your latest projections. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided.

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial data** | **Year before last year**  **2021** | **Last year 2022** | **Average** |
| Annual turnover, excluding this contract |  |  |  |

**4 PERSONNEL**

Please provide the following statistics on personnel for the current year and the two previous years.[[4]](#endnote-4)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annual manpower** | **Year before last - 2020** | | **Last year - 2021** | | **Current year - 2022** | | **Period average** | |
|  | **Overall** | **Relevant fields[[5]](#endnote-5)** | **Overall** | **Relevant fields11** | **Overall** | **Relevant fields11** | **Overall** | **Relevant fields11** |
| Permanent personnel[[6]](#endnote-6) |  |  |  |  |  |  |  |  |
| Other personnel[[7]](#endnote-7) |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |
| Permanent personnel as a proportion of total personnel (%) | % | % | % | % | % | % | % | % |

**5 AREAS OF SPECIALISATION**

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this tender. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Leader | Member 2 | Member 3 | Etc … |
| Relevant specialisation 1 |  |  |  |  |
| Relevant specialisation 2 |  |  |  |  |
| Etc …[[8]](#endnote-8) |  |  |  |  |

**6 EXPERIENCE**

Please fill in the table below to summarise the main projects related to this contract carried out over the past [3] years[[9]](#endnote-9) by the legal entity or entities making this this tender. The number of references to be provided must not exceed 15.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref no (maximum 15)** | **Project title** |  | | | |
| **Name of legal entity** | **Overall contract value (ETB)[[10]](#endnote-10)** | **Name of client** | **Origin of funding** | **Dates (start/end)** | **Name of consortium members, if any** |
| … | … | … | … | … | … |
| **Detailed description of project** | | | **Type and scope of services provided[[11]](#endnote-11)** | | |
| … | | |  | | |

**7 DECLARATIONS**

As part of their tender, each legal entity identified under point 1 of this tender, including every consortium member, must submit a signed declaration using the attached format. The declaration may be in original or in copy. If copies are submitted, the originals must be sent to the contracting authority upon request.

Moreover, each legal entity identified under point 1 of this form, including every consortium member, and each capacity-providing entity or subcontractor (if any) must submit a signed declaration on honour on exclusion and selection criteria (form A14 available at the following link: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A> ).

**8 STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer (for a consortium, 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, sealed envelope:

* Completed financial identification form (see Annex VI) 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.
* Completed legal entity file (see Annex V) supported by a copy of a valid Registration Certificate.
* Duly authorised signature: an official document as a valid Business Licence (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 proof or statements required under the law of the country where we are effectively established (or each of the companies in case of a consortium), to show that we do not fall into any of the exclusion situations listed in Section 2.6.10.1 of the practical guide. This evidence or these documents or statements must carry a date, which is not more than one year before the date of submission of the tender. In addition, a statement is furnished stating that the situations described in these documents have not changed since then.
* Documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the contract notice.

Any subcontractor are eligible and do not fall in any exclusion situation. All sub-contracting arrangements are mentioned in the present form.

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

We confirm that we, including all consortium members and subcontractors 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 also understand that this may mean 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 the contracting authority has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards the contracting authority concerning participation in the above tender procedure and any contract awarded to us as a result of it.

We understand that entities upon whose capacity we rely with regard to economic and financial criteria, become jointly and severally liable for the performance of the contract.

Signed on behalf of the tenderer

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

1. Country in which the legal entity is registered. [↑](#endnote-ref-1)
2. Add/delete additional lines for consortium members as appropriate. **Note** that a capacity providing entity/subcontractor is not considered to be a consortium member for the purposes of this tender form. Subsequently, data on capacity providing entities/subcontractors must not appear in the data related to the economic, financial and professional capacity but on a separate document. If this tender is 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 submission of tenders indicated in the Contract notice and the award of the contract is not permitted without the prior written consent of the contracting authority. [↑](#endnote-ref-2)
3. If this tender form is 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 — see point 7 of this form. Consolidated data are not allowed for financial ratios. [↑](#endnote-ref-3)
4. If this tender form is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this tender form. [↑](#endnote-ref-4)
5. Manpower in fields related to this contract, corresponding to the specialisations identified in point 5. [↑](#endnote-ref-5)
6. Personnel directly employed or contracted by the candidate on a permanent basis (i.e. under indefinite contracts). [↑](#endnote-ref-6)
7. Other personnel directly employed or contracted by the candidate on a non-permanent basis (i.e. under fixed-term contracts). [↑](#endnote-ref-7)
8. Add /delete additional lines and/or rows as appropriate. If this tender is submitted by an individual legal entity, the name of the legal entity should be entered as ‘Leader’ (and all other columns should be deleted). [↑](#endnote-ref-8)
9. References must be contracts implemented by the legal entity (or legal entities) submitting the tender (with the exception of documented cases of company buyout or universal succession). For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered. [↑](#endnote-ref-9)
10. The effect of inflation will not be taken into account. [↑](#endnote-ref-10)
11. Please also indicate the function of key experts provided, whether belonging or not to permanent personnel, and the number of months each of them worked on the project. [↑](#endnote-ref-11)