# *ANNEX I. TENDER FORM FOR A SUPPLY CONTRACT*

Publication reference: 03 / CUAMM / IC

Title of contract: Supply of off-road ambulances

**Padua, 08/11/2023**

**A: Medici Con L’Africa CUAMM – Via San Francesco, 126 - Padua**

**One signed** form must be supplied, together with the number of copies specified in the instructions to tenderers**.** Any additional documentation (brochure, letter, etc.) sent with the form will not be taken into consideration. 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 on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible.

**1 SUBMITTED BY**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of tenderer(s)** | **Nationality[[1]](#footnote-1)** |
| **Leader[[2]](#footnote-2)** |  |  |
| **Member 1** |  |  |
| **Member 2** |  |  |

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

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY[[3]](#footnote-3)**

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual closed accounts are not yet available for the current year or past year, please provide your latest estimates in the columns marked with \*\*. 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, 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial data** | **Year before last year 2021**  **€** | **Last year 2022**  **€** | **Average[[4]](#footnote-4)**  **€** |
| Annual turnover[[5]](#footnote-5), excluding this contract |  |  |  |

**4 STAFF RESOURCES**

Please provide the following personnel statistics for the current year and the two previous years[[6]](#footnote-6).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Annual manpower** | **Past year 2022** | | **Current year 2023** | |
|  | **Overall** | **Relevant fields 11** | **Overall** | **Relevant fields11** |
| Permanent staff [[7]](#footnote-7) |  |  |  |  |
| Other staff [[8]](#footnote-8) |  |  |  |  |
| Total |  |  |  |  |

**5 EXPERIENCE**

Please complete a table using the format below to summarise the main 3 projects carried out over the past 3 years[[9]](#footnote-9) by the legal entity or entities making this tender.

|  |
| --- |
| **Ref #** (maximum 3) |
| **Name of legal entity** | **Country** | **Overall supply value (EUR)[[10]](#footnote-10)** | **Related goods provided** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6 TENDERER’S DECLARATION(S)**

**As part of their tender, each legal entity identified under point 1 of this form, including every consortium member, as well as each capacity-providing entity and each subcontractor providing more than 10% of the supplies, must submit a signed declaration using this format. The declaration may be in original or in copy. If copies are submitted the originals must be dispatched to the contracting authority upon request.**

In response to your letter of invitation to tender for the above contract,

We, the undersigned, hereby declare that:

**1** We have examined and accept in full the content of the dossier for invitation to tender No 03 / CUAMM / IC of 08/11/2023. We hereby accept its provisions in their entirety, without reservation or restriction.

**2** We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:

<Description of supplies with indication of quantities and origin>

**3** The price of our tender **excluding** spare parts and consumables, if applicable (excluding the discounts described under point 4) is:

<Insert price>

**4** We will grant a discount of \_\_\_\_%, or \_\_\_\_ EUR

**5** This tender is valid for a period of 90 days from the final date for submission of tenders.

**6** Our firm/company [and our subcontractors] has/have the following nationality:

<Insert nationality>

**7** We are making this tender in our own right [as member in the consortium led by [name of the leader ] [ourselves]\*. We confirm that we are not tendering for the same contract in any other form. [We confirm, as a member in the consortium, that all members are jointly and severally liable by law for the execution of the contract, that the lead member is authorised to bind, and receive instructions for and on behalf of, each member, that the execution of the contract, including payments, is the responsibility of the lead member, and that all members in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract’s execution]. [We confirm, as capacity-providing entity to be jointly and severally bound in respect of the obligations under the contract, including for any recoverable amount.]

**8** 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 effectively established that we do not fall into any of the 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.

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.

**9** We agree to abide by the ethics clauses in Clause 23 of the instructions to tenderers and, in particular, have no conflict of interests or any equivalent relation which may distort competition with other tenderers or other parties in the tender procedure at the time of the submission of this application.

**10** We will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

**11** We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

1. Country in which the legal entity is registered. [↑](#footnote-ref-1)
2. Add/delete additional lines for members as appropriate. Note that a subcontractor is not considered to be a member for the purposes of this tender procedure. Subsequently, the data of the subcontractor must not appear in the data related to the economic, financial and professional capacity. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as ‘**leader**’ (and all other lines should be deleted). [↑](#footnote-ref-2)
3. Natural persons have to prove their capacity in accordance with the selection criteria and by the appropriate means. [↑](#footnote-ref-3)
4. Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row. [↑](#footnote-ref-4)
5. 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)
6. If this tender 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. Consolidated data are not requested for financial ratios. [↑](#footnote-ref-6)
7. Staff directlyemployed by the tenderer on a permanent basis (i.e. under indefinite contracts). [↑](#footnote-ref-7)
8. Other staff not directlyemployed by the tenderer on a permanent basis (i.e. under fixed-term contracts). [↑](#footnote-ref-8)
9. In the case of framework contracts (without contractual value), only specific contracts corresponding to assignments implemented under such framework contracts will be considered. [↑](#footnote-ref-9)
10. Amounts actually paid, without the effect of inflation. [↑](#footnote-ref-10)