OFFER SUBMISSION FORM

Ref: Procurement contract 01/CUAMM/UCR/012832/2024

01/CUAMM/UCR/012832/2024

**Please supply one signed** tender (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.

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

|  | **Name(s) of legal entity or entities making this application** | **Nationality** |
| --- | --- | --- |
| **Supplier data** |  |  |

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

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

**3 ECONOMIC AND FINANCIAL CAPACITY**

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

| **Financial data** | **Year before last year****<**specify**>EUR or local currency pls specify** | **Last year<**specify**>****EUR or local currency pls specify** | **Average** **EUR or local currency pls specify** |
| --- | --- | --- | --- |
| Annual turnover (sales) |  |  |  |
|   |  |  |  |
|  |  |  |  |

**4 STAFF**

| Please provide the following statistics on staff for the current year and the two previous years[[1]](#footnote-0)**Annual Manpower** | **Past year** | **Current year** |
| --- | --- | --- |
|  | **Overall** | **Relevant fields (please specify how many technical and how many support/administrative staff)**  | **Overall** | **Relevant fields (please specify how many technical and how many support/administrative staff)** |
| Permanent staff  |  |  |  |  |
| Other staff  |  |  |  |  |
| Total |  |  |  |  |

**5 EXPERIENCE**

Please fill in the table below to summarise the main 3 projects related to this contract carried out over the past 3 years by your company

| **Ref no (maximum 3)** |
| --- |
| **Name of the client** | **Country and Region** | **Overall contract value (EUR or local currency pls specify)** | **Type of goods provided** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6 PAYMENT CONDITIONS**

Please specify within the table below your payment condition in order to allow us to evaluate also this aspect.

| **Payment conditions** |  |
| --- | --- |

**7 DECLARATIONS**

As part of their tender, each participant must submit a signed declaration using the following 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.

**8 STATEMENT**

I, the undersigned, being the authorised signatory of the Supplier, hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the simplified procedure referred to above. We offer to provide the goods requested in the tender dossier on the basis of our technical offer and our financial offer, which is submitted in a separate, sealed envelope.

Signed on behalf of the supplier

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

**FORMAT FOR THE DECLARATION REFERRED TO IN POINT 7
OF THE TENDER SUBMISSION FORM
To be submitted on the headed notepaper of the legal entity concerned as a separate document**

<Date>

<Name and address of the contracting authority>

**Your ref: < reference >**

**TENDERER’S DECLARATION**

Dear Sir/Madam

In response to your letter of invitation for the above contract we, < name(s) of legal entity or entities>, hereby declare that we:

* are submitting this offer for this contract.
* agree to abide by the ethics clauses in Section 12 of the instructions to tenderers, have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other tenderers or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this tender;
* will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

Stamp and signature

1. If this application 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 application form. [↑](#footnote-ref-0)