# **Appendix 3: TENDER PROPOSAL FORM**

# *When submitting a proposal, please fill out the yellow sections.*

|  |  |
| --- | --- |
| Submitted by (name of the bidding company): |  |
| *Contact person:*   * Name: * Position: * Phone: * Email: |  |

**Pricing Table (the price and currency to be specified by the bidding participant):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Service Description** | **Quantity** | **Currency** |  |
| **Unit Price** | **Total** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| ….. |  |  |  |  |
| **Total price to be used as the evaluation price:** | | | |  |

**INFORMATION ABOUT THE TENDER PARTICIPANT**

|  |  |
| --- | --- |
| **Tender Participant Information** | |
| Official Name of Tender Participant: |  |
| Street Address, House No.: |  |
| City: |  |
| Postal Code: |  |
| Country of Registration: |  |
| Phone Number: |  |
| E-Mail: |  |
| Director (Last Name, First Name, Patronymic): |  |

|  |  |
| --- | --- |
| **General Information about the Tender Participant** | |
| Type of Activity – please provide complete information about the types of activities (NACE) |  |
| Brief History and Description of the Company: |  |
| Year of Establishment |  |
| Number of Employees |  |
| Licensing Authority |  |
| License Number (VAT payer number / Tax Identification Number) |  |
| Please specify the languages in which the technical documentation is available: |  |
| Working Language: |  |

|  |  |
| --- | --- |
| **Subsidiaries, Associated Companies, and/or Foreign Representations of the Tender Participant** | |
| Countries with Legal Address: |  |
| Countries with Representation (Agent): |  |
| List of International Quality Certificates Held by Your Company: |  |
| List of Local and National Quality Certificates Held by Your Company |  |
| International Trade/Professional Organizations of which Your Company is a Member: |  |
| Local Trade/Professional Organizations of which Your Company is a Member: |  |

After reading your invitation letter for tender № <insert tender number from 1.3 **A. Tender Information Table**> for the supply of <insert scope of services from 3.2 **A. Tender Information Table**> from <insert publication date from 2.1 **A. Tender Information Table**>; on behalf of my company/business, we hereby:

* accept without reservation all provisions of the Invitation to Tender, including the General Terms and Conditions of Service Contracts – with attachments.
* In the event of a contract being awarded by the Contracting Authority, we commit to providing any or all supplies and services at the proposed price, as well as delivering and providing them to the specified locations within the delivery time indicated above.
* We certify that we meet the eligibility criteria outlined in the Instructions for Tender Participants.
* We also confirm and certify that none of the grounds for exclusion listed below apply:

1. participation in a criminal organization, as defined in Article 2 of Council Framework Decision 2008/841/JHA (1);
2. corruption, as defined in Article 3 of the Convention on the Fight Against Corruption Involving Officials of the European Communities or Officials of Member States of the European Union (2) and Article 2(1) of Council Framework Decision 2003/568/JHA (3), as well as corruption as defined in the national legislation of the contracting authority or economic operator;
3. fraud within the meaning of Article 1 of the Convention on the Protection of the Financial Interests of the European Communities (4);
4. terrorist offenses or offenses related to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA (5), or incitement, aiding or abetting, or attempted commission of a crime, as specified in Article 4 of this Framework Decision;
5. money laundering or financing of terrorism, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and Council (6);
6. child labor and other forms of human trafficking, as defined in Article 2 of Directive 2011/36/EU of the European Parliament and Council;
7. the tender participant breaches their obligations regarding tax payments or social security contributions, and if this has been established by a judicial or administrative decision that is final and binding under the legal provisions of the country in which they are established, or in the country of the contracting authority.

Furthermore, we confirm and certify that we and/or our affiliated entities

* comply with the United Nations Convention on the Rights of the Child - UN GA Document A/RES/44/25 (December 12, 1989) along with its Optional Protocols;
* have not used and will not use forced or compulsory labor as described in the Convention on Forced Labor and the Convention on the Abolition of Forced Labor 105 of the International Labour Organization;
* respect and support the fundamental social rights and working conditions for our employees;
* do not engage in any development, sale, or production of anti-personnel mines and/or cluster bombs or components used in the production of anti-personnel mines and/or cluster bombs;
* comply with the provisions of Article 30: "Child and Forced Labor," Article 31: "Mines," Article 33: "Combating Money Laundering and Financing of Terrorism," and Article 8: "Corrupt Practices" of the General Terms and Conditions of Service Contracts.

The above statements will become an integral part of the contract, and any misrepresentation will be regarded as grounds for its termination.

* Our company/business is **registered in [insert country]**, as confirmed by the attached Certificate of Company Registration.
* We certify that the goods have **the origin** stated above.
* In the event that a contract is awarded to us, we request that payments under the contract be made to the following **account**: [insert all necessary details].
* Our tender is valid for <insert number> days from the date of signing, in accordance with the tender instructions.

Signature and stamp:

Signed:

|  |  |
| --- | --- |
| **Tender Participant** | **:** |
| Company Name | **:** |
| Address | **:** |
| Phone Number: | **:** |
| Fax number | **:** |
| E-mail: | **:** |
| Contact person's name | **:** |
| Date: | **:** |

***Note. Attachments. Before submitting your tender proposal, please carefully check that you have prepared all the documents required in the instructions under the section "Documents to be included in the tender proposal."***

**TECHNICAL PROPOSAL:**

*This section is extremely important for demonstrating your understanding of the project and how you plan to execute it. Please provide detailed information on the following:*

### **Criterion 1: Qualification and Experience**

* Resume: Provide a detailed resume outlining education, experience, and professional skills.
* Copies of Diplomas and Certificates: Include documentation of your education and any relevant qualifications.
* Recommendation Letters: Attach letters of recommendation or provide contacts of individuals who can vouch for your expertise.
* Samples of Relevant Work: Include examples of previous work or links to them, if available.

### **Criterion 2: Methodology and Approach**

* Detailed Proposal: Outline your approach to developing educational materials for teachers, including:
  + Proposed Methodology: Describe your methods (up to 5 pages, 14-point Times New Roman).
  + Content and Structure: Provide a proposed content outline and structure for the educational materials.

### **Criterion 3: Availability and Timeliness**

* Work Plan and Schedule: Include a detailed plan and timeline for project execution.
* Resource Availability: Discuss the resources you have in place to ensure timely delivery.

### **Criterion 4: Price**

* Financial Proposal: Provide a detailed breakdown of costs associated with the project.