**Appendix 3. Tender Proposal Form**

*Please fill in the yellow sections when submitting your proposal.*

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

Price Table *(price and currency to be specified by the tender participant)*:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Service Description** | **Agency Fee (%)** | **Justification for Agency Fee** |
| 1 |  |  |  |
| 2 |  |  |  |
| ….. |  |  |  |

INFORMATION ABOUT THE TENDER PARTICIPANT

|  |
| --- |
| **Information about the tender participent**  |
| Official name of the tender participant: |  |
| Street name and number: |  |
| City: |  |
| Postal code: |  |
| Country of registration: |  |
| Phone number: |  |
| E-Mail:  |  |
| Director (Surname, First Name, Middle Name) |  |

|  |
| --- |
| **General Information about the Tender Participant** |
| Nature of activity: Please provide detailed information about the types of activities (NACE codes): |  |
| Brief history and description of the company: |  |
| Year of establishment: |  |
| Number of full-time employees: |  |
| Licensing authority: |  |
| License number (VAT payer number/Tax Identification Number): |  |
| Languages in which technical documentation is available: |  |
| Working language: |  |

|  |
| --- |
| **Subsidiaries, associated companies, and/or foreign representations of the tender participant** |
| Countries with a legal address: |  |
| Countries with representations (agents): |  |
| List of international quality certifications held by your company: |  |
| List of local and national quality certifications 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 tender invitation letter No. <insert tender number from section 1.3 **A. Tender Information Table**> for the provision of <insert scope of services from section 3.2 **A. Tender Information Table**> dated <insert publication date from section 2.1 **A. Tender Information Table**>; on behalf of my company/business, we hereby;

* **Accept without limitation all terms and conditions of the Invitation to Tender**, including the General Terms and Conditions of Service Agreements, with attachments.
* **In the event of a contract with the Contracting Authority, we hereby commit**to provide any or all supplies and services at the proposed price and to deliver and perform them at the specified locations within the delivery period mentioned above.
* **Certify that we meet the eligibility criteria**outlined in the Instructions for Tenderers.
* **Confirm and certify that none of the following exclusion criteria apply**:
	+ - * 1. a. 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 under the national laws of the contracting authority or economic operator.
				3. Fraud as defined in Article 1 of the Convention on the protection of the European Communities’ financial interests (4).
				4. Terrorist offenses or offenses linked to terrorist activities as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA (5), or incitement, aiding, abetting, or attempting to commit such offenses as referred to in Article 4 of the Framework Decision.
				5. Money laundering or terrorist financing as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council (6).
				6. Child labor and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
				7. Non-compliance with obligations relating to the payment of taxes or social security contributions, where this has been established by a final judicial or administrative decision in accordance with the legal provisions of the country in which it is established or in the contracting authority’s country.

Additionally, we confirm and certify that we and/or our affiliates:

* Adhere to the UN Convention on the Rights of the Child – UNGA Document A/RES/44/25 (12 December 1989) with Annex.
* Have not used and will not use forced or compulsory labor as described in the ILO Forced Labor Conventions and Abolition of Forced Labor Convention 105.
* Respect and support fundamental social rights and working conditions for our employees.
* Do not engage in the development, sale, or production of anti-personnel mines and/or cluster bombs or components used in their manufacture.
* Comply with Articles 30 “Child and Forced Labor,” Article 31 “Mines,” Article 33 “Anti-Money Laundering and Terrorist Financing,” and Article 8 “Corruption” of the General Terms and Conditions of Service Agreements.

The above statements shall form an integral part of the agreement, and any misrepresentation shall be considered grounds for termination.

* Our company/business is **registered in the country** [insert], as evidenced by the attached Certificate of Incorporation.
* We certify that the goods originate from the country stated above.
* In the event of a contract, we request that payments under the agreement be made to the following **account**: [insert all necessary details].
* Our tender is valid for <insert number> days from the date of submission, as per the tender instructions.

Signature and Stamp:

Signed by:

|  |  |
| --- | --- |
| **Tender Participant** | **:** |
| Company Name | **:**  |
| Address | **:** |
| Phone Number  | **:** |
| Fax Number | **:** |
| E-mail | **:** |
| Contact Person Name | **:** |
| Date | **:** |

***Note. Attachments. Before submitting your tender proposal, please carefully check whether you have prepared all the required documents as indicated in the section “Documents Included in the Tender Proposal.”***

TECHNICAL PROPOSAL:

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

**Criterion 1: Qualifications and Experience**

* **Resumes of team members** who will be involved in the project, including descriptions of their experience and competencies.
* **Portfolio of previous works**, including**:**
	+ Descriptions of implemented event organization projects.
	+ Photos and other visual materials from previous events and produced items.
* **Recommendation letters** or contact details of previous clients (if available).
* **Awards and recognitions** received by the company or its employees (if available).

**Criterion 2: Financial offer and payment terms**

* **Clear indication of the agency fee (fee)** the contractor will charge for the services provided.

If the fee varies depending on the type of service, this must be clearly specified. For example:

* + Catering fee – 8%
	+ Venue rental fee – 10%
* **Justification for the fee** with an explanation of why these rates are applied.
* **Clear indication of the amount of the subscription fee in %** with justification for this amount.