Service Tender submission form

Ref: < as per letter of invitation to tender >

Contract title: < Contract title >

**One signed original** of this tender submission form (including a copy of legal registration of the Leader and declarations from the Leader) must be supplied, together with one copy.

**1 SUBMITTED by (ie, the identity of the Tenderer)**

|  |  |
| --- | --- |
|  | **Name(s) and address(es) of legal entity or entities submitting this tender** |
| **Leader\*** |  |

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

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

**3 DECLARATION(S)**

As part of their tender, each legal entity identified under point 1 of this form, must submit a signed declaration using the attached format.

**4 STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer, 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:

* Organisation & Methodology
* References of the company
* Tenderer's declaration
* Sworn statement (using format provided in the Tender Dossier)
* Legal registration of the tenderer

This tender is subject to acceptance within the validity period stipulated in clause 6 of the Instructions to tenderers. Signed on behalf of the tenderer

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

FORMAT OF THE DECLARATION REFERRED TO IN POINT 3
OF THE TENDER SUBMISSION FORM
To be submitted on the headed notepaper of the legal entity concerned

<Date>

<Name and address of the Contracting Authority >

**Your ref: < Publication reference >**

Dear Sir/Madam

**TENDERER'S DECLARATION**

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

1. are submitting this tender **on an individual basis**. We confirm that we are not participating in any other tender for the same contract, whatever the form of the application (as a member - including leader - in a consortium or as an individual Candidate);
2. are not in any of the situations excluding us from participating in contracts which are listed in **Section 2.3.3 of the Practical Guide to contract procedures for EU external actions**  (available from the following Internet address: <http://ec.europa.eu/europeaid/work/visibility/index_en.htm>]
3. agree to abide by the ethics clauses in **Section 2.4.15 of the Practical Guide to contract procedures for EU external actions**  and, in particular, have no potential conflict of interests or any equivalent relation in that respect with other short-listed candidates or other parties in the tender procedure at the time of the submission of this tender;
4. will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the contract; and
5. fully recognise and accept that any inaccurate or incomplete information deliberately provided in this tender may result in our exclusion from this and other contracts funded by the European Communities.

In the event that our tender is successful, we undertake, if asked by the Contracting Authority, to provide the proof usual under the law of the country in which we are established that we do not fall into the exclusion situations listed in section 2.3.3 of the Practical Guide to contract procedures for EU external actions. The date on the evidence or documents provided will be no earlier than 1 year before the date of the notification of award, in addition, we will provide a sworn 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 asked by the Contracting Authority, to provide evidence of the financial and economic standing and the technical and professional capacity according to the selection criteria for this call for tender specified in the procurement notice, point 21. The documentary proofs required are listed in section 2.4.12.1.3 and 2.4.12.1.4 of the Practical Guide to contract procedures for EU external actions.

Yours faithfully

<Signature of authorised representative of the legal entity >

**< Name and position of authorised representative of the legal entity >**