***Circulation restricted*** *to the Contracting Authority and the author of the document to protect the individual and privacy and commercial and industrial secrecy*

**Tender submission form**

**Reference number: AA-012158-001**

**JASPERS on-site consultancy for institutional strengthening in Ukraine**

*The signed tender submission form must be submitted in accordance with the instructions to tenderers.*

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name(s) of legal entity** | **Address[[1]](#footnote-1)** | **NUTS 3 code[[2]](#footnote-2)** | **SME[[3]](#footnote-3) (yes/No)** |
| **Leader[[4]](#footnote-4)** |  |  |  |  |
| **Member 1** |  |  |  |  |
| **Member 2** |  |  |  |  |
| **Member 3** |  |  |  |  |
| **Etc …** |  |  |  |  |

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

|  |  |
| --- | --- |
| **Name** |  |
| **Entity** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail(s)** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY[[5]](#footnote-5)**

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be 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. In case of applicant being a public body, equivalent information should be provided.

If the tender is submitted by a consortium, the data in the table must be the sum of the data in the corresponding tables in the Declarations provided by the consortium members.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data[[6]](#footnote-6)** | **Year n-2**  <*specify*>  **€** | **Year n-1**  <*specify*> **€** | **Year n[[7]](#footnote-7)**  <*specify*> **€** | ***Year n+1*** <*specify*>  ***€*** |
| Annual turnover[[8]](#footnote-8), excluding this contract |  |  |  |  |

**4** **STAFF RESOURCES - PROFESSIONAL CAPACITY**

Please provide the following personnel statistics for the years indicated in section 5.2 - *Professional capacity of the tenderer* of the Instructions to tenderers and the statistics for the current year[[9]](#footnote-9). If this application is submitted by a consortium, the data in the table below must be the sum of the data in the corresponding tables in the Declarations provided by the consortium members.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annual manpower** | **2 Years before last year**  <*specify*> | | **Year before last year**  <*specify*> | | **Last year**  <*specify*> | | **Current year**  <*specify*> | |
|  | **Overall** | **Total for fields related to this contract** | **Overall** | **Total for fields related to this contract** | **Overall** | **Total for fields related to this contract** | **Overall** | **Total for fields related to this contract** |
| Permanent staff[[10]](#footnote-10) |  |  |  |  |  |  |  |  |
| Other staff[[11]](#footnote-11) |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |
| Permanent staff as a proportion of total staff (%) | % | % | % | % | % | % | % | % |

**5 EXPERIENCE – TECHNICAL CAPACITY**

Please complete the table below for each of the tenderer’s project references compliant with the technical capacity selection criteria defined in section 5.3 of the Instructions to Tenderers. The number of references to be provided for the entire tender must not exceed the maximum number indicated in the Instructions to tenderers.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref no. <..>** | **Project[[12]](#footnote-12) title** | | «… » | | | | | |
| **Name of legal entity(ies) who carried out the project[[13]](#footnote-13)** | **Country(ies) where the project was carried out** | **Service contract value[[14]](#footnote-14) (EUR)** | **Proportion carried out by legal entity[[15]](#footnote-15) (%)** | **No of staff provided (total)[[16]](#footnote-16)** | **Name of client** | **Origin of funding** | **Dates (start/end)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | mm/yyyy to mm/yyyy | … |
| **Detailed description of project** | | | | | | **Type of services provided by the legal entity** | | |
| …<*please include a synthetic, but sufficiently detailed description of the assignment (objectives, scope, results). In case the project/assignment / consultancy services were provided in relation to an investment, please also indicate the value, objectives and scope of that investment*>  *In case specific technical details / list of deliverables are required: <Please provide, the following details:*   * *List of XYZ deliverables produced* * *Etc.* | | | | | | …<*please include a description of the types of services provided by the legal entity within the project framework.* *Where the projects referenced were implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, please indicate here the types of services provided by each members*> | | |

**6. DECLARATION(S)**

As part of its tender, each legal entity identified under point 1 of this form must submit a signed tenderer’s declaration using the template provided in part C.01 of the Tender Dossier.

**7 STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer [*if applicable*: including all consortium members], 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 our technical and financial offers which are submitted in accordance with section 6 and 10 of the Instructions to tenderers and which contain the following documents:

1. This Tender Submission Form
2. The signed tenderer’s declaration of each legal entity identified under section 1 of this form
3. Signed Declaration(s) of Honour on exclusion and selection criteria and on the absence of conflict of interest of each legal entity identified under section 1 of this form
4. Legal entity file(s), for each legal entity identified under section 1 of this form
5. Duly authorised signature of each legal entity identified under section 1 of this form
6. Organisation and methodology
7. The CVs of each of the Key Experts
8. Signed statements of exclusivity and availability for each Key Expert
9. Documentary evidence for the Key Experts
10. The tender submission form Datasheet
11. The financial offer (password protected)

We recognise that our tender may be excluded if we propose key experts who were involved in preparing this project or engage such personnel as advisers in the preparation of our tender and that we may also be subject to exclusion from other EIB tender procedures and contracts.

<*delete this sentence if not applicable*> [We undertake to guarantee the eligibility of the subcontractor(s) for the parts of the services for which we have stated our intention to subcontract in the Organisation and Methodology.]

[*To be included only in case the tender is submitted by a consortium*] We are fully aware that the composition of the consortium cannot be modified in the course of the tender procedure, unless prior approval of the Contracting Authority is obtained, barring which our tender will be rejected. We are also aware that the consortium members would have joint and several liability towards the Contracting Authority concerning participation in both the above tender procedure and any contract awarded to us as a result of it.

This tender is subject to acceptance within the validity period stipulated in the Contract Notice and in section 8 of the Instructions to tenderers.

Signed on behalf of the tenderer:

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

1. Official address where the entity is registered [↑](#footnote-ref-1)
2. For entities registered in an EU country only. Please see <https://ec.europa.eu/eurostat/web/nuts/background> [↑](#footnote-ref-2)
3. Please indicate by “yes” or “No” whether the entity is an SME according to EU definition (<https://ec.europa.eu/growth/smes/sme-definition_en> [↑](#footnote-ref-3)
4. Add / delete additional lines for consortium members as appropriate. **Note** that a sub-contractor or an entity providing an undertaking is not considered to be a consortium member for the purposes of this application form. If this application is submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' and all other lines should be deleted. [↑](#footnote-ref-4)
5. Please see item 5 – *Selection criteria*, point 1) *Economic and financial capacity of the tenderer*, of the Instructions to tenderers. **Note** that the data included in the table must be proven by means of documentary evidence by the tenderer that will be awarded the contract. Natural persons have to prove their capacity in accordance with the selection criteria and by the appropriate means. [↑](#footnote-ref-5)
6. If the accounts of the legal entity(ies) are in a currency other than EUR, and if EUR equivalents are not included in the entity’s financial statements, the financial data to be provided in the table will be converted into EUR using the average InforEuro exchange rate for the respective financial year. In this case, the tenderer will indicate, in an endnote to the table, the start and end date of the financial year(s) and the exchange rate used for conversion. InforEuro monthly rates are available at the following website: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en> [↑](#footnote-ref-6)
7. **Year n** = last year for which accounts have been closed for the tenderer (in case of a consortium, this will be the last year for which accounts have been closed for all members). Please remember to include in the table *the actual year* (*e.g. “*2022”) for which data is provided. [↑](#footnote-ref-7)
8. 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-8)
9. If this tender is being 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 submission form (Declaration to be submitted by each member of the consortium) [↑](#footnote-ref-9)
10. Staff directlyemployed by the tenderer on a permanent basis (i.e.staff member with an employee contract and who is included on the entity’s payroll) [↑](#footnote-ref-10)
11. Other staff not directlyemployed by the tenderer on a permanent basis (i.e., under fixed-term or freelance contracts) [↑](#footnote-ref-11)
12. A project/assignment, for the purposes of this Submission Form, refers to **consultancy services** (*e.g.* services contracts). However, if the consultancy services were provided within the framework of an investment, for instance, and no separate contract / agreement was signed for these services, such references will only be used if the value and scope of the services provided can be clearly identified and supported by adequate documentary evidence. If this is the case, a mention in this regard should be included in the table under the “Detailed description of the project”. In the case of framework contracts (without contractual value), **only specific contracts** corresponding to assignments implemented under such framework contracts shall be considered, and only one such specific contract shall be included as one reference. [↑](#footnote-ref-12)
13. Where the projects referenced were implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, please indicate here the names of the respective members [↑](#footnote-ref-13)
14. **Value of the consultancy services provided**. This represents the final, certified value of these services (after the final payment was made). If the contract was concluded in a currency other than EUR and no EUR equivalent is provided in the contract documents, the value of the project shall be indicated in the respective currency and converted into EUR at the InforEuro exchange rate of the month when the final payment was made. In this case, the tenderer will indicate, in an endnote to the table corresponding to such a reference, the exchange rate used and its value month. InforEuro monthly rates are available at the following website: <https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en> [↑](#footnote-ref-14)
15. Where the projects referenced were implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, their respective percentages shall be added together. [↑](#footnote-ref-15)
16. Please indicate the total number of staff/experts provided for the project implementation. Where the projects referenced were implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, include the total number of staff provided by all these members together. [↑](#footnote-ref-16)