***Circulation restricted*** *to the contracting authority and to the author of the document to protect the individual and to protect privacy, commercial and industrial secrecy*

SERVICE TENDER SUBMISSION FORM

Including STATEMENT, Declaration and Instructions

< External Evaluation of the EU4Culture: Stronger Communities and Initiatives Project>

Ref: < SPC01: NEAR-TS/2017/394-891 Grant Agreement between EU and DVV International >

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**Please, supply one signed original** tender sending to the emails provided below:

info@dvv-international.am and asryan@dvv-international.am

**All data included in this application must concern only the legal entity or team of consultants making the tender.**

1. **TENDER SUBMITTED by**

|  |  |  |
| --- | --- | --- |
| **Name(s) of legal entity / team members making this application** | **Country of Business**  | **State Registry number[[1]](#footnote-1)**  |
|  |  |  |

1. **CONTACT PERSON (for this tender)[[2]](#footnote-2)**

|  |  |
| --- | --- |
| **Name** |  |
| **Position in organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **E-mail address** |  |

1. **BRIEF ORGANISATIONAL PROFILE**

(Please provide key facts about the organisation, including years of operation, areas of expertise, etc.)

1. **CAPACITY AND PRIOR EXPERIENCE**

(Please fill in the two tables below to summarise your portfolio for the last 3 year and specify the main projects related to this contract.)

**Table 1: List of all Major Projects/Contracts in the last three years (not to exceed 15 entries)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Project/Contract** | **Short description** | **Client** | **Dates performed** | **Total budget** |
|  |  |  |  |  |
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| --- |
| **DOCUMENTS TO BE SUBMITTED SEPARATELY** |

 **TECHNICAL PROPOSAL (Organisation and Methodology)**

**[Technical proposal should be submitted as a separate document and should include the following sections:]**

1. **Introduction/Rationale and Comments to the ToR, if any (1-2 pages)**
* Summary of the assignment
* Any comments you have on the terms of reference for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the contract.
* An explanation of the risks and assumptions affecting the execution of the contract, if any.
1. **Approach to Implementation (2 pages maximum)**
* An outline of the initial approach proposed for contract implementation.
* Description of the proposed tasks you consider necessary to achieve the contract objectives, including key deliverables.
1. Implementation Plan that provides the timing, sequence and duration of the proposed tasks.
2. **S**ummary of key staff qualifications and ***roles in the Assignment***, including a list of key staff and their CVs (as Annex I)

 **FINANCIAL PROPOSAL**

**Financial proposal is included as a separate document and should include:**

- an Excel file with a price breakdown based on the outputs/deliverables in the terms of reference

- a budget narrative (Word file) highlighting key cost centers.

 **STATEMENT AND DECLARATION**

As part of their tender, each legal entity/individual consultant applying to this tender must submit a signed statement and declaration using the below provided templates. Both documents should be signed and included in the tender package submitted to the contracting authority.

**STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer[[3]](#footnote-3) 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 documents provided through this form․

This tender is subject to acceptance within the validity period stipulated in clause 6 of the Instructions to Tenderers.

We understand that our tender may be rejected if we propose key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by the EU/EDF.

We understand that entities upon whose capacity we rely with regard to economic and financial criteria, become jointly and severally liable for the performance of the contract.

Signed on behalf of the tenderer

|  |  |
| --- | --- |
| **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

<Date>

<Name and address of the contracting authority>

**Tender 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 / individual consultants>, hereby declare that we:

1. are submitting this tender for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as a member, leader, in a consortium or as an individual candidate);
2. agree to abide by the ethics clauses in Section 10 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 according to Section 2.5.4. of the practical guide (<http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.5.4> );
3. have only included data in the tender form concerning the resources and experience of [our legal entity];
4. will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
5. fully recognise and accept that if any persons involved in this tender/contract participate in spite of being in any of the situations listed in Section 2.6.10.1.1. of the practical guide (<http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.6.10.1.1>) or if the declaration or information provided prove to be false they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the contract being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force;
6. are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that our tender and the expert(s) may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in an EU/EDF financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

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.

Yours faithfully,

<Signature of authorised representative of the legal entity>[[4]](#footnote-4)

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

|  |
| --- |
| **INSTRUCTIONS TO TENDERERS** |

< External Evaluation of the EU4Culture: Stronger Communities and Initiatives Project>

**REFERENCE:** < **SPC01: NEAR-TS/2017/394-891 Grant Agreement between EU and DVV International** >

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**When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.**

1. **Services to be provided**

The services required by the contracting authority are described in the terms of reference.

1. **Timetable[[5]](#footnote-5)**

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **Deadline for requesting clarification from the contracting authority** | < 10 days before deadline for tenders > | - |
| **Last date for the contracting authority to provide clarification**  | < 5 days before deadline for tenders > | - |
| **Deadline for submitting tenders** | < 15.01.2021 > | < 18:00> |
| **Completion date for evaluating technical offers** | < At most 10 days after deadline for tenders >  | - |
| **Notification of award/non-award** | < at most 5 days after completion of evaluation process >  | - |
| **Contract signature** | <at most 5 days after notification of award >  | - |
| **Start date** | < to coincide with the date of contract signing >  | - |

1. **Participation, experts and subcontracting**

Participation in this tender procedure is open to all eligible companies and teams of individual consultants. For the eligibility, please see point 8 of the contract notice.

1. **Content of tenders**

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English.

The tender must include a technical offer and a financial offer.

**4.1. Technical offer**

The technical offer must include the following documents:

1. **Tender submission form**

(2) **Technical proposal (Organisation and methodology)** (will become Annex II to the contract), in the structure described in the Tender Submission Form. Submission of documentary evidence of the financial and economic capacity and/or of the technical and professional capacity according to the selection criteria will be taken into account.

* 1. **Financial offer / Financial proposal**

The financial offer must be presented as an amount in both Euros and Armenian drams and broken down by outputs required in the Terms of Reference. A budget narrative (Word file) highlighting key cost centres should also be included. These documents will become Annex III to the contract.

**4.3 The Statement and the Declaration**, the templates of which are included in the Tender Submission Form.

**4.4 Other documents** (if relevant)

1. **Period during which tenders are binding**

Tenderers are bound by their tenders for 30 days after the deadline for submitting tenders or until they have been notified of non-award.

The tender dossier should be clear enough to avoid tenderers having to request additional information during the procedure. If the contracting authority, either on its own initiative or in response to a request from a tenderer, provides additional information on the tender dossier, it must send such information in writing to all the tenderers at the same time.

Tenderers may submit questions in writing to the following address up to 10 days before the deadline for submission of tenders, specifying the publication reference and the contract title:

<**Contact name:** Tatev Asryan
**E-mail address:** asryan@dvv-international.am>

The contracting authority has no obligation to provide clarification to requests submitted after this date.

Any tenderer seeking to arrange individual meetings with the contracting authority contract during the tender period may be excluded from the tender procedure.

No information meeting or site visit is foreseen.

1. **Submission of tenders**

Tenders must be sent to the contracting authority on January 15, 2021. If applications are submitted before the deadline, the processes of evaluation and contracting will start and complete earlier. They must include the requested documents in clause 4 above. The tenders should be electronically submitted to the following email addresses: info@dvv-international.am and asryan@dvv-international.am mentioning *Evaluation of EU4Culture Project* in the subject line.

1. **Amending or withdrawing tenders**

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

1. **Ownership of tenders**

The contracting authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

1. **Evaluation of tenders**

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the Selection and Award Criteria in the Contract Notice. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference and the Contract Notice.

**9.1 Choice of selected tenderer**

The best price-quality ratio is established.

**9.2 Confidentiality**

The entire evaluation procedure is confidential, subject to the contracting authority’s legislation on access to documents. The evaluation committee’s decisions are collective and its deliberations are held in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only.

**10. Ethics clauses / Corruptive practices**

a) Absence of conflict of interest

 The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties according to the Financial Regulation in force.

b) Respect for human rights as well as environmental legislation and core labour standards

 The tenderer and its staff must comply with human rights and applicable data protection rules, with the environmental legislation, with the core labour standards. In accordance with EC policies, the tenders should demonstrate zero tolerance in relation to all wrongful conduct which has an impact on the professional credibility of the tenderer, including physical abuse, sexual harassment, as well as other forms of intimidation.

c) Anti-corruption and anti-bribery

 The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption.

d) Breach of obligations, irregularities or fraud

 The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

1. **Signature of contract(s)**

**11.1. Notification of award**

The successful tenderer(s) will be informed in writing that its tender has been accepted.

The successful tenderer(s) shall then confirm availability or unavailability of their key-experts within 5 days from the date of the notification of award.

In case of unavailability the tenderer(s) will be allowed to propose replacement key-expert(s). The successful tenderer shall give due justification for the exchange of key-expert but the acceptance will not be limited to specific cases. Several replacement key-experts may be proposed but only one time-period of 15 days from the date of the notification of award will be offered. The replacement key-expert(s) cannot be an expert proposed by another tenderer in the same call for tender.

The replacement key-expert's total score must be at least as high as the scores of the key-expert proposed in the tender. It must be emphasised that the minimum requirements for each evaluation criteria must be met by the replacement expert.

If replacement key-experts are not proposed within the 15 days delay or if the replacement experts are not sufficiently qualified, or that the proposal of the replacement key-expert amends the award conditions which took place, the contracting authority may decide to award the contract to the second best technically compliant tenderer (also giving them a chance to replace a key-expert should he/she not be available).

**11.2. Signature of the contract(s)**

Within 10 days of receipt of the contract already signed by the contracting authority, the selected tenderer shall sign and date the contract and return it to the contracting authority.

Failure of the selected tenderer to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, the contracting authority may award the tender to another tenderer or cancel the tender procedure.

The other tenderers will, at the same time as the notification of award is submitted, be informed that their tenders were not retained, by electronic means or standard letter, including an indication of the relative weaknesses of their tender by way of a comparative table of the scores for the winning tender and the unsuccessful tender. The second best tenderer is informed of the notification of award to the successful tenderer with the reservation of the possibility to receive a notification of award in case of inability to sign the contract with the first ranked tenderer. The validity of the offer of the second best tenderer will be kept. The second tenderer may refuse the award of the contract if, when receiving a notification of award, the 30 days of validity of their tender has expired.

The contracting authority will furthermore, at the same time, also inform the remaining unsuccessful tenderers and the consequence of these letters will be that the validity of their offers must not be retained.

1. **Cancellation of the tender procedure**

In the event of cancellation of the tender procedure, the contracting authority will notify tenderers of the cancellation.

1. **Appeals**

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. See Section 2.12. of the practical guide (<http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.12>).

1. **Data Protection**

Processing of personal data related to this tender procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

1. Scanned copy of State registry certificate is submitted together with his form. In case of individual consultants this information is not required. [↑](#footnote-ref-1)
2. If a team of individual consultants apply to this tender, the below table should be completed by the team lead. [↑](#footnote-ref-2)
3. If a team of individual consultants apply to this tender, the signatory should be the team lead. [↑](#footnote-ref-3)
4. If a team of individual consultants apply to this tender, the signatory should be the team lead. [↑](#footnote-ref-4)
5. Tenders must be sent to the contracting authority on January 15, 2021. If applications are submitted before the deadline, the processes of evaluation and contracting will start and complete earlier. [↑](#footnote-ref-5)