**Tender Form – Service**

**<Contract title>**

**<Reference number>**

1. **TENDERER’S INFORMATION**

|  |  |
| --- | --- |
| Submitted by: | Name(s) and address(es) of legal entity or entities submitting this tender |
| Tenderer |  |
| Legal representative |  |
| VAT/registration number[[1]](#footnote-1) |  |
| Nationality |  |
| Address |  |
| Telephone/e-mail |  |
| Contact person |  |
| Bank data | Bank account holder name:  Bank account number:  Bank name:  SWIFT Code:  IBAN: |

1. **TENDERER’S STATEMENT**

I, the undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services by us is provided in the next point.

In addition to that we confirm that our organisation/company is fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in point 18 of Annex II of the Financing Agreement between the European Commission and the partner country. We also confirm that we have no conflict of interest with any member of the contracting authority or other tenderers.

I, the undersigned declare that our scope of activities are fully in line the subject of present tender procedure.

I, the undersigned also declare that related to present tender procedure we are not in the situation, whereas attempting to unduly influence the award procedure or obtain confidential information as it should be treated as grave professional misconduct which can lead to the rejection from the award procedure.

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

1. **TECHNICAL AND FINANCIAL OFFER**

The tenderers are required to provide technical offer, based on the requirements indicated by the contracting authority in the Technical information of Request for offer. The tenderers shall provide prices of all items and details of the planned services including detailed specifications.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title of activity 1*(examples: printing of promotional material, translation, etc.)* | | | **Financial offer** | | |
| Description of expected outputs / results to be achieved | Proposed time frame[[2]](#footnote-2) | Proposed inputs (if applicable)[[3]](#footnote-3) | Net price | VAT | Gross price |
| [*Example: printing of 5000 brochures, A4, all colour, 25g cunstdruck paper, delivery to the project office premises…]* |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title of activity 2*(examples: printing of promotional material, translation, etc.)* | | | **Financial offer** | | |
| Description of expected outputs / results to be achieved | Proposed time frame[[4]](#footnote-4) | Proposed inputs (if applicable)[[5]](#footnote-5) | Net price | VAT | Gross price |
| *[Examples: translation of 50 standard A4 pages (project reports) from XX to English language and interpretation services…]* |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial offer - TOTAL** |  |  |  |

The offered prices for the supplies indicated in the previous point is: [**EUR][national currency].**

|  |  |
| --- | --- |
| Name of authorized signatory |  |
| Signature |  |
| Date |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)
2. The identification and timing of major milestones in executing the contract. [↑](#footnote-ref-2)
3. Please provide detailed information, for example qualifications of the proposed staff, key experts, etc. Please attach the CV(s) of proposed Key Expert(s) if relevant. [↑](#footnote-ref-3)
4. The identification and timing of major milestones in executing the contract. [↑](#footnote-ref-4)
5. Please provide detailed information, for example qualifications of the proposed staff, key experts, etc. Please attach the CV(s) of proposed Key Expert(s) if relevant. [↑](#footnote-ref-5)