**TENDER SUBMISSION FORM**

Reference number: FCH/Contract 204
“Managed IT Services”

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

|  |  |  |
| --- | --- | --- |
|  | Name(s) of legal entity or entities submitting this tender | Nationality[[1]](#footnote-1) |
| Leader |  |  |
| Member 2(if applicable) |  |  |
| Member 3(if applicable)  |  |  |

2. CONTACT PERSON for this tender (to act as focal point for all communication)

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

3. STATEMENT

I, the undersigned, being the authorised signatory of the above Tenderer (including all consortium members, in the case of a consortium), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender specifications for the tender procedure referred to above. Our tender is made up of the following documents:

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| ENVELOPE A - ADMINISTRATIVE DATA: |
| * The signed and dated Declaration on Honour by every legal entity (consortium member) identified under point 1 of this tender submission form
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| * The duly filled in, signed and dated Legal Entity Form (using the standard template) and the supporting documents requested therein
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| * The duly filled in, stamped, signed and dated Financial Identification Form (using the standard template)
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| * The duly filled in, signed and dated Statement of Absence of Conflict of interest
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| * The duly filled in, signed and dated Statement of Acceptance
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| * Documents proving our economic and financial capacity (section 5.2.3 of the tender specifications)
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| * If applicable: the duly signed and dated Power of attorney
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| * If applicable: The duly filled in, signed and dated Declaration of Intent (in case of sub-contracting or reliance on other entity's resources)
 | 🞏 |
| * The duly filled in, signed and dated Statement of Authorised Signatory and the supporting documents requested therein
 | 🞏 |
| * an electronic version of all documents
 |  |
| ENVELOPE B - TECHNICAL PROPOSAL (submitted in a separate sealed envelope) | 🞏 |
| * the technical and professional capacity documents as requested in section 5.2.4;
* the documents and replies requested in the Technical Evaluation Questionnaire – Annex A.2
* A complete Service Level Agreement encompassing a Service Delivery Plan (SDP), quality plan and monitoring, as well as a Change Control Procedure (CCP) must be detailed in the Contractor’s offer.
* an electronic version of all documents

• the documents and replies requested in the Technical Evaluation Questionnaire – Annex A.2• A complete Service Level Agreement encompassing a Service Delivery Plan (SDP), quality plan and monitoring, as well as a Change Control Procedure (CCP) must be detailed in the Contractor’s offer | 🞏 |
| ENVELOPE C - FINANCIAL PROPOSAL (submitted in a separate, sealed envelope) | 🞏 |
| Tenderers must submit a financial offer composed of: * an electronic version of the Financial Model in the original electronic format (Microsoft Excel or equivalent);
* a print of the entire Financial Model with all its worksheets;
* the price structure document as required in section 6.2.4. of the Tender Specifications.
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If applicable: We undertake to guarantee the eligibility of the sub-contractor(s) for the parts of the services for which we have stated our intention to sub-contract in the Technical Proposal.

We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the tender procedure.

We are also aware that the consortium members would have joint and several liability towards the contracting authority concerning participation in both the above procedure and any contract awarded to us as a result of it. This tender is subject to acceptance within the validity period stipulated in section 1.7 of the Tender Specifications.

Signed on behalf of the Tenderer by the legally authorised representative

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

1. Country in which the legal entity is registered. [↑](#footnote-ref-1)