

# PART C – APPENDIX A TENDER APPLICATION FORM

Date: .....

## I - SUBMITTED BY

Name of tenderer: [.....]

## II - CONTACT PERSON (for this tender)

Name : [.....]

Address : [.....]

Telephone : [.....]

E-mail : [.....]

## III - TENDERER'S DECLARATION(S)

*To be completed and signed by the tenderer.*

In response to your letter of invitation to tender for the above contract, we the undersigned, hereby declare that:

1. We have examined and accepted in full the content of the dossier for the invitation to tender [**Experts to Deliver Coaching, Theoretical and Practical Training for MSMEs**] Reference **BMZ-LBN1005-2024- 001**.
2. We hereby accept its provisions in their entirety, without reservation or restriction.
3. We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction the Services detailed in the **tender dossier and TOR**.
4. This tender is valid for a period of Ninety (90) days from the final date for submission of tenders, i.e.,
5. We hereby confirm we have read, understand and we accept the “**ToR**” described for this tender. Our offer has been designed/proposed according to these specificities requested/needed by **RMF**.
6. We are making this application in our own right and for this tender. We confirm that we are not tendering for the same contract in any other form.
7. We are providing evidence of our registration/statute.
8. We agree to abide by the standard ethics clauses and have no potential conflict of interest or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application.
9. We will inform **RMF** immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this contract.
10. We note that **RMF** is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should **RMF** do so.

## IV - CONTENT OF THE BID

We understood that a complete bid to submit to **RMF** must include 2 parts as per below:

**Part A - Technical proposal:**

**Appendix A** – Tender Application Form

**Appendix B** – Tenderer Declaration Form

**Appendix C** – Tenderer Qualification Form

**Appendix D** – CVs and Registration Cards in the Order of Engineer

**Appendix E**– Portfolio or List of similar projects implemented and Reference Letters

**Appendix G** – Technical proposal

**Part B – Financial Proposal**

**Appendix H** – Financial Offer

Name and first name:

[.....]

Duly authorized to sign this tender on behalf of:

[.....]

Place and date:

[.....]

Stamp and Signature:

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# PART C – APPENDIX B

## TENDERER DECLARATION FORM

I/We, [.....] (name of consultant/company) hereby declare that:

- A. I/We are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that I/we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
- B. I/We have not received a sanction by a legally binding judgment for reasons which bring into doubt our professional reliability,
- C. I/We comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which I/we have our office, the state of the consignee, or the state where the contract is performed. I/We assure that I/we will comply with the legislation applicable and common standards in terms of wages, social legislation and occupational safety and health.
- D. I/We have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another natural person
- E. No serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter “institutional donor”);
- F. I/We are providing you with all the information required in connection with participation in a tender, and all information submitted in relation to this tender is true and complete;
- G. In respect of contracts that are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- H. I/We have not been excluded as a contract partner by the European Community due to ethical issues,
- I. I/We assure the European Commission, the European Anti-Corruption Bureau, and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- J. I/We respect basic social rights and condemn child labor,
- K. I We are informed that RMF will conduct a check to ensure that partners/suppliers do not appear on official sanctions lists of UN and the European Union

### **RMF renounces all forms of terrorism and money laundering**

**RMF** renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, **RMF** is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of **RMF** to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, **RMF** will match their suppliers and Suppliers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and Suppliers agree to this.

Name and first name: [.....]

Duly authorized to sign this tender on behalf of: [.....]

Place and date: [.....]

Stamp and Signature 

# PART C – APPENDIX C

## TENDERER QUALIFICATION FORM

Note: This Tenderer Qualification Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

### 1. Tenderer information

By signing the certification at the end of this Tenderer Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

#### 1.1. Information about your business

Please provide the following information about your business and attach a copy of your company’s legal registration document if available.

Business Name		
Legal Form If the supplier is not a registered company, write “not registered.”		
Year Founded		
Country where established		
VAT or registration number		
Bank Details	Account number	
	Bank Name	
	IBAN	
	BIC	
	Swift	
	Currency	
Physical Address		
Email address		
Website		
Sales & Marketing Contact		
Range of Supplies/Services provided by the Company (Company Portfolio)		
Other Information		

#### 1.2. Information about your managing officials

**RMF** upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how **RMF** works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision-makers of each supplier. In particular, we request information about your top 4 managing officials (e.g., executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company’s registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

If a group of consultants are applying together not under a company, please provide the info of all the consultants on board.

The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions on how your data will be processed or stored, please talk to your contact at **RMF** or send an email to [procurement@rmf.org.lb](mailto:procurement@rmf.org.lb)

Managing Official 1			
Full name (given name followed by middle and surname)			
Nationality			
Address (at least a minimum, Country of Residence)			
Gender (Optional)			
Birth Date	Date:	Month:	Year:
Managing Official 2			
Full name (given name followed by middle and surname)			
Nationality			
Address (at least a minimum, Country of Residence)			
Gender (Optional)			
Birth Date	Date:	Month:	Year:
Managing Official 3			
Full name (given name followed by middle and surname)			
Nationality			
Address (at least a minimum, Country of Residence)			
Gender (Optional)			
Birth Date	Date:	Month:	Year:
Managing Official 4			
Full name (given name followed by middle and surname)			
Nationality			
Address (at least a minimum, Country of Residence)			
Gender (Optional)			
Birth Date	Date:	Month:	Year:

## 2. RMF policy statement

### 2.1. RMF supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labour, environment, and anticorruption:

#### Human Rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

#### Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

- Principle 4: The elimination of all forms of forced and compulsory labour.
- Principle 5: The effective abolition of child labour; and
- Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges.
- Principle 8: Undertake initiatives to promote greater environmental responsibility; and
- Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages: <https://www.unglobalcompact.org>

2.2. **RMF** adheres strictly to its own Code of Conduct

**RMF**'s own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all **RMF**'s work. All **RMF** suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing **RMF**
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handling of personal data and information
- Responsible use of resources
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.

2.3. **RMF(RMF)** renounces all forms of terrorism and money laundering

**RMF** renounces all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, **RMF** is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, **RMF** screens its suppliers/services providers and their relevant decision-makers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above).

Name and first name:

Duly authorized to sign this tender on behalf of:

Place and date:

Stamp and Signature: