SERVICE TENDER SUBMISSION FORM

TF-MADAD/2018/T04.136

TENDER TO PROVIDE:

**National agriculture sector specialist**

Location: Lebanon – Governorate of Akkar, UoM of Oussat oua Sahil El Qaytaa And Governorate of North Lebanon, UoM Menieh

Please supply o****ne signed**** tender (including signed statements of exclusivity and availability from all key experts proposed, if applicable, a completed financial identification form and a completed legal entity file (only for the Leader) and declarations from the Leader and all members (if you are in a consortium), together with three copies. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Authority upon request. For economic and ecological reasons, we strongly recommend that you submit your files on paper (no plastic folder or divider). We also suggest you use double-sided printing wherever possible. All data included in this application must concern only the legal entity or entities making the tender.

Any additional documentation (brochures, letters etc.) sent with your tender will not be taken into consideration.Applications submitted by a **consortium** (i.e. either a permanent, legally-established grouping or a grouping set up informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. If they do, they must prove to the contracting authority that they have the resources needed to perform the contract, for example by producing a commitment from those entities to place resources at their disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and nationality as the economic operator, as well as the relevant selection criteria.

**1 SUBMITTED by**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this application** | **Nationality** |
| **Leader** |  |  |

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

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

**3 ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table to increase your financial and financial solvency (the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract). Any other clarification or explanation which is judged necessary may also be provided

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Financial data** | **4 years before last year**  **EUR** | **3 years before last year**  **EUR** | **2 years before last year**  **EUR** | **Year before last year**  **EUR** | **Last year**  **EUR** | **Average**  **EUR** |
| Annual turnover, excluding this contract |  |  |  |  |  |  |

**4 STAFF**

Please provide the following statistics on staff for the current year and the two previous years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Annual Manpower** | **Year before past year** | **Past year** | **Current year** | **Period average** |
|  | **Overall** | **Overall** | **Overall** | **Overall** |
| Permanent staff |  |  |  |  |
| Other staff |  |  |  |  |
| Total |  |  |  |  |

**4 AREAS OF SPECIALISATION**

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this tender. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience.

**Maximum 10 specialisations**.

|  |  |
| --- | --- |
|  | Leader ( ) |
| Relevant specialisation 1 |  |
| Relevant specialisation 2 |  |
| Relevant specialisation 3 |  |
| Relevant specialisation 4 |  |
| Etc. |  |

**5 EXPERIENCE**

Please fill in the table below to summarise the main projects related to this contract carried out over the past 5 years by the legal entity or entities making this tender. The number of references to be provided must not exceed 15 for the entire tender.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref no 1** | **Project title** | |  | | | | | |
| **Name of legal entity** | **Country** | **Overall contract value (EUR)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client**  *(same as Name of legal entity)* | **Origin of funding** *(same as Name of legal entity)* | **Dates (start/end)** | **Name of consortium members, if any** *(leave blank if not relevant)* |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | | | | | | **Type and scope of services provided** | | |
| … | | | | | | … | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref no 2** | **Project title** | |  | | | | | |
| **Name of legal entity** | **Country** | **Overall contract value (EUR)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** *(same as Name of legal entity)* | **Origin of funding** *(same as Name of legal entity)* | **Dates (start/end)** | **Name of consortium members, if any** *(leave blank if not relevant)* |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | | | | | | **Type and scope of services provided** | | |
| … | | | | | | … | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref no 3** | **Project title** | |  | | | | | |
| **Name of legal entity** | **Country** | **Overall contract value (EUR)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** *(same as Name of legal entity)* | **Origin of funding** *(same as Name of legal entity)* | **Dates (start/end)** | **Name of consortium members, if any** *(leave blank if not relevant)* |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | | | | | | **Type and scope of services provided** | | |
| … | | | | | | … | | |

**6 DECLARATIONS**

As part of their tender, each legal entity identified under point 1 of this tender, including every consortium member, must submit a signed declaration using the format on page of this form. The declaration may be in original or in copy. If copies are submitted, the originals must be sent to the Contracting Authority upon request.

**7 STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer (for a consortium, this must include 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 the following documents, which comprise our Technical offer, and our Financial offer, which is submitted in a separate, sealed envelope:

* Organisation’s organizational chart
* Tenderer’s declarations
* Completed financial identification form providing details of the bank account into which payments under the proposed contract should be made in the event that we are awarded the contract
* Completed legal entity file (or the legal entity number allocated. Alternatively a copy of the legal entity file provided to the Contracting Authority on an earlier occasion, unless the legal status has changed in the meantime)
* Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.
* Documentary proof or statements required under the law of the country where we are effectively established (or each of the companies in case of a consortium), to show that we do not fall into any of the exclusion situations listed in Section 2.3.3 of the Practical Guide. This evidence or these documents or statements must carry a date, which is not more than one year before the date of submission of the tender. In addition, a statement is furnished stating that the situations described in these documents have not changed since then.
* Documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the contract notice.

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 are fully aware that, for a consortium, the composition of the consortium cannot be changed in the course of the tender procedure, unless the Contracting Authority has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards the Contracting Authority concerning participation in the above tender procedure and any contract awarded to us as a result of it.

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** *(dd/mm/2020)* |  |

**FORMAT FOR THE DECLARATION REFERRED TO IN POINT 6 OF THE TENDER SUBMISSION** **FORM**

Agència Catalana de Cooperació al Desenvolupament

Via Laietana, 14

(CP 08003) Barcelona

Spain

**TF-MADAD/2018/T04.136**

**TENDERER’S DECLARATION**

Dear Sir/Madam

In response to your letter of invitation for the above contract myself, **-----------------------------**, hereby declare that I:

1. Am submitting this tender on an individual basis for this contract. I confirm that I am 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 13 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 2.3.6. of the Practical Guide;
3. Have only included data in the Tender Form concerning the resources and experience of myself;
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; fully recognise and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 2.3.3.1. of the Practical Guide or if the declarations 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 representing 2 % 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 conditions set in Section 2.3.4. of the Practical Guide;

Are causes for exclusion in participation in procedures for awarding contracts, according to section 2.3.3.1 of the PRAG Practical Guide:

1. it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
2. It has been established by a final judgment or a final administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;
3. It has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:

i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;

ii) entering into agreement with other economic operators with the aim of distorting competition;

iii) violating intellectual property rights;

iv) attempting to influence the decision-making process of the contracting authority during the procurement procedure;

v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;

1. It has been established by a final judgment that the economic operator is guilty of any of the following:

i) Fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995;

ii) Corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;

iii) Participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;

iv) Money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;

v) Terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA.respectively, or inciting or aiding or abetting or attempting to commit such offences, as referred to in Article 4 of that Framework Decision;

vi) Child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

1. The economic operator has shown significant deficiencies in complying with main obligations in the performance of a contract financed by the EU, which has led to its early termination or to the application of liquidated damages or other contractual penalties or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
2. It has been established by a final judgment or final administrative decision that the economic operator has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/951.

In cases referred to in points c), d) and f) in the absence of a final judgment or a final administrative decision, or in the case referred to in point e), when the contracting authority disposes of established facts or other findings, it shall exclude an economic operator on the basis of a preliminary classification in law having regard to the recommendation of an independent panel in order to ensure a centralised assessment of those situations. In indirect management, where applicable according to the correspondent financing or delegation agreement, the contracting authority will transmit the information to the Commission and the Commission shall refer the case to the panel.

1. Am 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.

I understand that my tender and the expert may be excluded if I propose the same key expert as another tenderer or if I 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.

I understand that if I 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,

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** *(dd/mm/2020)* |  |

**DECLARATION OF HONOUR ON EXCLUSION AND SELECTION CRITERIA**

The following table contains dates to the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Financial data** | **4 years before last year**  **EUR** | **3 years before last year**  **EUR** | **2 years before last year**  **EUR** | **Year before last year**  **EUR** | **Last year**  **EUR** | **Average**  **EUR** |
| Annual turnover, excluding this contract |  |  |  |  |  |  |

Yours faithfully,

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** *(dd/mm/2020)* |  |