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Service Tender submission form  
EU/EDF-FUNDED SERVICE CONTRACT

**REF: External Service for organising summer school under the project “Cleaner rivers - Cleaner seas (RiverClean).**

**EuropeAid/180788/DD/ACT/AL- Contract IPA III/2024/459-979**

Contract title: External Service for Organizing Summer School

1. **SUBMITTED by (i.e. the identity of the tenderer and bank account details)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name(s) of legal entity or entities submitting this tender** | **Official address, postcode, P.O box, city, country** | **Legal form** | **VAT number and/or Registration number (if applicable)** | **Place of main registration (city and country) and date of registration** | **PIC number****[[1]](#footnote-1)** |
| **Leader[[2]](#footnote-2)** |  |  |  |  |  |  |
| **Member** |  |  |  |  |  |  |
| **Etc.** |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Account name and account holder name** | **IBAN/Account number** | **Currency** | **BIC/Swift code** | **Bank name and branch code** | **Address of bank, P.O box, city, country** |
| **Leader[[3]](#footnote-3)** |  |  |  |  |  |  |

1. **CONTACT PERSON (for this tender)**

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

1. **DECLARATION(S)**

As part of its tender, each legal entity identified under point 1 of this form, including every consortium member, must submit a signed declaration using the attached format.

**3bis FINANCIAL CONTRIBUTIONS FROM NON EU COUNTRIES**

As part of this tender, each legal entity identified under point 1 of this form, including every consortium member, must submit an updated notification or declaration on foreign financial contributions received in the last three years using the Form FS-PP available in <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32023R1441> (Annex II).

If the procurement procedure is divided into lots, the obligation to notify or declare will apply where the estimated value of the procurement exceeds EUR 250 million and the value of the lot or the aggregate value of all the lots to which the tender applies is equal to or greater than EUR 125 million.

Main subcontractors or main suppliers must also submit an updated notification or declaration on foreign financial contributions received in the last three years using the Form FS-PP. A subcontractor or supplier shall be deemed to be main where their participation ensures key elements of the contract performance and in any case where the economic share of their contribution exceeds 20 % of the value of the submitted tender.]

1. **STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer (for a consortium, this includes 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, [for paper submission (indirect management): which is submitted in a separate, sealed envelope]:

Administrative Document Requirements

• Valid business registration documents (trade license, registration certificate).

• Tax registration (TIN or VAT certificate).

• Declaration on honour on exclusion and selection criteria (standard EU model attached to the call).

Requirements for Technical Capacity Documentation

• Proven experience in organizing similar events (preferably for the EU, international donors or local NGOs) within the last 3-5 years. At least 2 successfully organized training events, seminars or summer schools with over 30 participants, proven by contracts or fiscal invoices.

• Ability to manage the activity with full logistics, accommodation, meals. To prove this, you must submit a description of the capacities available for (i) human resources, (ii) rooms, (iii) beds, (iv) restaurant, (v) conference room, (vi) logistic equipment)

Requirements for Financial Capacity Documents

1. Annual turnover in the last 2 years sufficient to cover the scope of work (minimum above the threshold fund of € 9,750/year) (e-Albania)
2. Simple historical extract (e-Albania)
3. Certificate of judicial status (e-Albania)
4. Certificate of national tax obligations (e-Albania)
5. Certificate of local tax obligations (e-Albania)
6. Certificate of social security obligations (e-Albania)
7. Certificate of non-exemption (e-Albania)
8. Certificate of tax liabilities (e-Albania)
9. Certification of Enforcement Obligations (e-Albania)

Technical-Financial Offer

• Detailed technical offer (Plan for the implementation of the 5-day stay activity according to rooms, beds, mealtimes and restaurant location, logistical plan of the hall where the training will take place, proposed place for daily rest outside the activity, etc.)

• Detailed financial offer (budget breakdown by activity: (i) accommodation, (ii) food, (iii) training/conference room)

• List of key personnel (event coordinator, logistics assistant).

We confirm that:

* Any key or non-key expert proposed in this tender procedure will either be employed or otherwise legally contracted, directly or indirectly, by the candidate (or, for a consortium, by a member of the consortium).
* Any subcontractor, including those only aiming at making available experts, are eligible and do not fall in any exclusion situation.
* All sub-contracting arrangements are mentioned in the organisation and methodology.
* The auditor/practitioner, whose name and contact details have been provided as part of the Organisation & Methodology meets at least one of the conditions listed in section 4 of the Terms of Reference for expenditure verification (annex b8k1).
* Small and medium-sized enterprises involved in any capacity in the technical offer have been verified against the criteria that defines this category of enterprises: employing fewer than 250 persons and having an annual turnover not exceeding EUR 50 million, and/or having an annual balance sheet total not exceeding EUR 43 million.
* We, including all consortium members, subcontractors and experts are not in the lists of EU restrictive measures[[4]](#footnote-4) ([www.sanctionsmap.eu](http://www.sanctionsmap.eu)) and we understand that our tender may be rejected, if proved the contrary.

We understand that our tender may be rejected if we propose key experts who have been involved in preparing this project or employ or engage them as advisers in the preparation of our tender and that we may also be subject to 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, with the exception of the specific cases provided for in section 2.5.5. of the PRAG, for which the prior written authorisation of the contracting authority is required.

We are also aware that the consortium members and entities upon whose capacity we rely with regard to economic and financial criteria would have joint and several liability towards the contracting authority concerning participation in both the above tender procedure and any contract awarded to us as a result of it.

This tender is subject to acceptance within the validity period stipulated in clause 6 of the instructions to tenderers. Signed on behalf of the tenderer:

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

Statement of exclusivity and availability[[5]](#footnote-5)  
  
Publication ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer < tenderer name > in the above-mentioned service tender procedure. This includes that I will not be proposed as a replacement expert in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my expert profile has been included if this tender is successful, namely:

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Availability** |
| < start of period 1 > | < end of period 1 > | [full time] [part time] |
| < start of period 2 > | < end of period 2 > | [full time] [part time] |
| < etc. > |  |  |

I confirm that I do not have a confirmed engagement[[6]](#footnote-6) as key expert in another EU/EDF-funded project, or any other professional activity, incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to offer my services as an expert to any other tenderer participating in this tender procedure. I am fully aware that if I do so, I will be rejected from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

I also declare that I am not in a situation of conflict of interest or unavailability, that I am not in the list of EU restrictive measures ([www.sanctionsmap.eu](http://www.sanctionsmap.eu)) and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the contracting authority and in case of dispute concerning my contract with the contractor I shall address myself to the latter and/or to the competent jurisdictions.

[For information, I have signed a Statement of Exclusivity and Availability for the following tender(s):

|  |  |  |
| --- | --- | --- |
| **Tender reference** | **Submission deadline for the tender** | **Tendered engagement** |
| < tender reference > | < date > | [full time] [part time] |
| < tender reference > | < date > | [full time] [part time] |
| < etc. > |  |  |

Should I receive a confirmed engagement, I declare that I will accept the first engagement offered to me chronologically. Furthermore, I will notify the tenderer immediately of my unavailability.]

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

1. PIC number not applicable in indirect management where the Partner Country makes the payments. See section 19, annex a5f. [↑](#footnote-ref-1)
2. Add/delete additional lines for consortium members as appropriate. **Note that capacity providing entity/subcontractors are not considered to be consortium members**. If this tender is being submitted by an individual legal entity, the name of that legal entity should be entered as ‘**leader**’ (and all other lines should be deleted). Any change in the identity of the leader and/or any consortium members between the deadline for receipt of tenders set in the instructions to tenderers and the award of the contract is not permitted without the prior written authorisation of the contracting authority. [↑](#footnote-ref-2)
3. Add only the bank account details of the leader to whom payments under the proposed contract should be made in the event that you are awarded the contract. [↑](#footnote-ref-3)
4. Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the [*EU Sanctions Map*](https://www.sanctionsmap.eu/#/main). [↑](#footnote-ref-4)
5. To be completed by all key experts and renewed in case of contract extension. [↑](#footnote-ref-5)
6. The engagement of an expert is confirmed if the expert is committed to work as a key expert under a signed contract financed by the EU general budget or the EDF or if he/she is a key expert in a tender that has received a notification as presumed successful tender. The date of confirmation of the engagement in the latter case is that of the notification to the presumed successful tender. [↑](#footnote-ref-6)