VOLUME 1

# SECTION 2

# TENDER FORM

**TENDER FORM FOR A WORKS CONTRACT**

Publication reference: < Publication reference >

Name of contract: < Name of contract>

**<Place and date>**

**A: <Name and address of contracting authority >.**

**One signed** form must be supplied (for each lot, if the tender procedure is divided into lots), together with the number of copies specified in the instructions to tenderers**.** The form must include a signed declaration using the annexed format from each legal entity making the application. **All data included in this form must concern only the legal entity or entities making the application.** All the attachments to this form (i.e. declarations, statements, proofs), except Declaration on honour on exclusion and selection criteria, may be in original or copy. If copies are submitted, the originals must be sent to the contracting authority upon request. **The original (only in case of paper submission) of the Declaration on honour on exclusion and selection criteria shall be submitted with the tender.** For economical 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 as much as possible.

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

**1 SUBMITTED BY**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of tenderer(s)** | **Nationality[[1]](#footnote-1)** |
| **Leader[[2]](#footnote-2)** |  |  |
| **Member 2\*** |  |  |
| **Etc …** |  |  |

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

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |

**3 TENDERER’S DECLARATION(S)**

**As part of their tender, each legal entity identified under point 1 of this form, including every consortium member, as well as each capacity-providing entity and each subcontractor, must submit a signed declaration using this format, together with the declaration of honour on exclusion and selection criteria (annex) (insert Form a.14).**

In response to your letter of invitation to tender for the above contract,

we, the undersigned, hereby declare that:

1. We have examined and accept in full the content of the dossier for invitation to tender No [……………………………….] of [../../..]. We hereby accept its provisions in their entirety, without reservation or restriction.
2. We offer to execute, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction, the works [description of works]
3. The price of our tender is: [……………………………………………..]
4. This tender is valid for a period of 90 days from the final date for submission of tenders.
5. Our firm/company [*and our subcontractors*] has/have the following nationality:

**<**…………………………………………………>

1. We are making this tender [on an individual basis/as member of the consortium led by < name of the leader / ourselves >]. We confirm that we are not tendering for the same contract in any other form. [We confirm, as a member of the consortium, that all members are jointly and severally bound in respect of the obligations under the contract, including any recoverable amount, that the lead member is authorised to bind, and receive instructions for and on behalf of, each member, that the execution of the contract, including payments, is the responsibility of the lead member, and that all members in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract’s execution].
2. We undertake, if required, to provide the proof usual under the law of the country in which we effectively are established that we do not fall into any of the exclusion situations. The date on the evidence or documents provided will be no earlier than one year before the date of submission of tender and, in addition, we will provide a statement that our situation has not altered in the period which has elapsed since the evidence in question was drawn up.

We also undertake, if required, to provide evidence of financial and economic standing and technical and professional capacity according to the selection criteria for this call for tender specified in the additional information about the contract notice. The documentary proofs required are listed in Section 2.6.11. of the practical guide.

1. We agree to abide by the ethics clauses in the tender dossier and, in particular, have no conflict of interests or any equivalent relation which may distort competition with other candidates or other parties in the tender procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other tender in this procedure.
2. We will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the EU/EDF.
3. We note that the contracting authority 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 it do so.

[\* Delete as applicable]

Name and first name: […………………………………………………………………]

Duly authorised to sign this tender on behalf of:

**[**…………………………………………………………………………………… …**]**

Place and date: […………………………………………………………….………….]

Stamp of the firm/company:

This tender includes the following annexes:

[*Numbered list of annexes with titles*]

ANNEX – DECLARATION OF HONOUR ON EXCLUSION AND SELECTION CRITERIA

**[How to submit the Declaration on Honour:**

Insert here form A14a, available at the following link: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

For the Declaration on Honour, different steps are applicable depending on the type of procedure. The applicable procedure can be verified in your letter of invitation.

**Negotiated procedure managed directly managed by the European Union (eSubmission)**

* each legal entity identified under point 1, including every consortium member, and capacity-providing entities or subcontractor (if any) signs and dates the Declaration on Honour
* the Declaration on Honour is scanned and submitted via eSubmission through the section “Declaration on Honour” under “Attachments”.
* In case the Declaration on Honour is signed with a Qualified Electronic Signature (QES), submit the QES-signed Declaration on Honour via eSubmission through the section “Declaration on Honour” under “Attachments”.

The originals of the Declaration on Honour must be kept by the tenderer on file for control purposes and have to be provided upon request of the contracting authority.

**Simplified procedure, local open procedure and negotiated procedure indirectly managed by an EU partner country (paper submission)**

* each legal entity identified under point 1, including every consortium member, and capacity-providing entities (if any) signs and dates the Declaration on Honour;
* when submitting the tender, the signed and dated original Declaration on Honour shall be included;
* In case the Qualified Electronic Signature (QES) is used for the signing of the Declaration(s) on Honour, submit the QES-signed Declaration on Honour by email.

**Delete this section highlighted in yellow after having completed all instructions.]**

1. Country in which the legal entity is established. [↑](#footnote-ref-1)
2. Add/delete additional lines for members as appropriate. Note that a subcontractor is not considered to be a member for the purposes of this tender procedure. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as ‘leader’ (and all other lines should be deleted). [↑](#footnote-ref-2)