ANNEX A-1: NAME OF BIDDER

This Bid is prepared and submitted on behalf of the legal corporate entity specified below:

|  |  |
| --- | --- |
| FULL NAME OF CORPORATION: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| DIVISION (IF APPLICABLE): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| SUB DIVISION (IF APPLICABLE): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| OFFICIAL MAILING ADDRESS: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| VAT ID (IF E.U. COMPANY): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-MAIL ADDRESS: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| PHONE NO: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| POINT OF CONTACT REGARDING THIS BID: |  |
| NAME: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| POSITION: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-MAIL: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TELEPHONE: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| ALTERNATIVE POINT OF CONTACT: |  |
| NAME: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| POSITION: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-MAIL: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TELEPHONE: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
|  |  |
|  |  |
|  |
|  |

ANNEX A-2 : DECLARATION OF AUTHENTICITY AND ACCURACY OF SUBMITTED DOCUMENTATION

Mr/Ms, [FULL NAME], with ID Card Number [ID CARD NUMBER], acting in my capacity as [POSITION IN THE COMPANY] and duly authorised representative of [FULL LEGAL NAME OF THE COMPANY], with registered office at [ADDRESS],

I hereby make the following solemn declaration, fully aware of the consequences of providing false or misleading information in the context of a procurement procedure:

1. That all documents, certificates, statements, and information submitted by the company as part of its offer for the Invitation for Bid Reference “[IFB REFERENCE]” are complete, accurate, and correspond to original and valid records lawfully held by the company.

2. That all official/public documents submitted, such as tax clearance certificates, social security compliance confirmations, registration certificates, or similar, have been lawfully obtained from the official issuing authorities of the relevant country, and are genuine and unaltered.

3. That the list of reference contracts submitted reflects services or works genuinely performed by the company, and the data regarding contract scope, value, duration, and client identity is truthful and verifiable.

4. That the client satisfaction forms provided were duly completed and signed by authorised representatives of the respective clients based on their direct knowledge of the company’s performance, and have not been altered or fabricated in any way.

5. That all the data provided for the evaluation of this contest is true and correct, and that our proposal submitted in response to the referred solicitation is fully compliant with the provisions of the Invitation for Bid.

6. That the company is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulation; that it has not been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata; and that it has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity

7. That the company acknowledges and expressly accepts that the Contracting Authority reserves the right to conduct any verification deemed necessary to confirm the accuracy of the submitted documentation, including but not limited to contacting the referenced clients and consulting relevant official or public sources.

8. That the company acknowledges that any material misrepresentation, falsification, or omission may result in immediate exclusion from the procurement procedure and may give rise to legal consequences in accordance with applicable national and EU legislation.

In [CITY] on [DATE]

Signature: (secure digital signature or hand-written)

Name:   
Position: [POSITION]

ANNEX A-3:PRICE OFFER

**Exercise planning and product development for EUBG RDC LIVEX 26**

Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorized representative of the Company, certifies that the prices offered for EUBG RDC LIVEX 26, as specified in the Invitation for Bid n. IFB 25SC15-1 are fixed and firm:

**1. Exercise planning and product development**

|  |  |  |  |
| --- | --- | --- | --- |
|  | UNIT PRICE | QTY | TOTAL |
| RDC LIVEX 26 MPC (Saragossa) |  |  |  |
| MEL/MIL STR WS (Strasbourg) |  |  |  |
| MEL/MIL ID WS (Strasbourg) |  |  |  |
| MEL/MIL SC WS (Strasbourg) |  |  |  |
| Execution Phase RDC LIVEX 26(Saragossa) |  |  |  |
| TOTAL | |  |
| VAT (%) | |  |
| TOTAL + VAT | |  |

**The pricing and all other aspects of our original offer will remain valid 90 calendar days starting from the bid closing date.**

The prices offered include all the expenses in connection with this contract; therefore, no additional sums will be received from the Purchaser for any cost that it could deem as necessary for the performance of the contract unless otherwise specified in the contract or individual task orders.

I hereby declare that I have fully understood the content and the purpose of the Technical Specifications (Part III) with respect to the required quality standards.

|  |  |
| --- | --- |
| Name:  Date:  Signature + Stamp |  |

(\*) The delivery option will be chosen and specified by HQ EC in the awarding letter (delivery in HQ warehouse or in a company determined pick-up location by HQ means) nevertheless both PRICE OPTIONS have to be fulfilled by the bidder. (\*\*) INCOTERMS 2020.

ANNEX A-3: PRICE OFFER

Media simulation support for EUBG RDC LIVEX 26

Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorized representative of the Company, certifies that the prices offered for EUBG RDC LIVEX 26, as specified in the Invitation for Bid n. IFB 25SC15-2 are fixed and firm:

**1. Media simulation support**

|  |  |  |  |
| --- | --- | --- | --- |
|  | UNIT PRICE | QTY | TOTAL |
| MEL/MIL STR WS (Strasbourg) |  |  |  |
| MEL/MIL ID WS (Strasbourg) |  |  |  |
| MEL/MIL SC WS (Strasbourg) |  |  |  |
| STARTEX News Bulletin |  |  |  |
| Execution Phase RDC LIVEX 26 (Saragossa) |  |  |  |
| TOTAL | |  |
| VAT (%) | |  |
| TOTAL + VAT | |  |

**The pricing and all other aspects of our original offer will remain valid 90 calendar days starting from the bid closing date.**

The prices offered include all the expenses in connection with this contract; therefore, no additional sums will be received from the Purchaser for any cost that it could deem as necessary for the performance of the contract unless otherwise specified in the contract or individual task orders.

I hereby declare that I have fully understood the content and the purpose of the Technical Specifications (Part III) with respect to the required quality standards.

|  |  |
| --- | --- |
| Name:  Date:  Signature + Stamp |  |

(\*) The delivery option will be chosen and specified by HQ EC in the awarding letter (delivery in HQ warehouse or in a company determined pick-up location by HQ means) nevertheless both PRICE OPTIONS have to be fulfilled by the bidder. (\*\*) INCOTERMS 2020.

ANNEX A-4: PREVIOUS EXPERIENCE

**References of current or recent contracts**

**SUBSTANTIALLY SIMILAR IN SCOPE AND MAGNITUDE TO THE REQUIREMENTS OF THIS IFB [[1]](#footnote-1)**

**For each project/contract/agreement, please indicate:**

|  |  |
| --- | --- |
| 1. Project name |  |
| 2. Type of customer (government, civilian/military /international organizations, ONG) |  |
| 2. Client´s project manager (name, telephone, email) |  |
| 3. Quality standards required in the project |  |
| 4. Target performance level (from 1 to 5, being 5 the maximum performance level |  |
| 5. Tender price |  |
| 5.1 Variations to initial price |  |
| 5.3 Final price |  |
| 6. Initial completion date |  |
| 6.1 Extensions of time granted |  |
| 7. % of the project performed by sub-contractors (if any) |  |

**Up to 10 projects similar in scope and magnitude can be referenced by the bidder**

ANNEX A-5: LIST OF REQUIRED DOCUMENTS

As per Articles 16 and 20 of Part I, inclusion of the following documents is mandatory for the tender to be considered valid. HQ EC reserves the right to regularise tenders failing the selection criteria. In that case, all bidders concerned will be allowed to correct their tender in a given timeframe.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Description** | **Compliant** | **Not compliant** | **Comments/Remarks** |
| **PRESENTATION OF THE BID** | | | | |
| 1 | The bid is provided in two **sealed envelopes** marked as prescribed in Part I, Article 13. |  |  |  |
| 2 | A USB stick with a copy of all tender documentation |  |  |  |
| **ADMINISTRATIVE DOCUMENTS** | | | | |
| 1 | **Table of Contents** |  |  |  |
| 2 | **Bidder’s name** **and information** (Annex A-1) |  |  |  |
| 3 | **Declaration of authenticity and accuracy, completed and signed** (Annex A-2) |  |  |  |
| 4 | **Power of Attorney** of the person signing the contract |  |  |  |
| 5 | **Proof of commercial registration** in the Country of Origin/Registration |  |  |  |
| 6 | **Certificate from national revenue authorities** stating bidder’s fulfilment of tax obligations |  |  |  |
| 7 | **Certificate from social security authorities** stating bidder’s fulfilment of social security contributions/obligation |  |  |  |
| 8 | **Certificate of insurance** stating bidder’s fulfilment of suitable civil liability insurance (with indication of liabilities covered and limits) |  |  |  |
| 9 | **Certificate from a bank institution** proving that the bidder and proposed sub-contractor(s) was/were not subject to bankruptcy over the past 3 years. |  |  |  |
| 10 | **Signature part of the Contract**, **duly completed and signed** by a person lawfully allowed the act of behalf of the company |  |  |  |
| 11 | **Proof of facility security clearance (EU SECRET)** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section B – TECHNICAL AND ECONOMICAL OFFER**  **This list of document is required for each contract to which the Bidder applies** | | | | |
| 1 | **List of contracts** similar in subject and scope performed within the past 5 years, if any (Annex A-4) |  |  |  |
| 2 | **List of sub-contractor(s)** if any, with area of work |  |  |  |
| 4 | **List of key management personnel** |  |  |  |
| 5 | **Provision of technical specification** containing at least what is specified in Technical Requirement (Part III) |  |  |  |
| 6 | **Price proposal duly completed and signed (corresponding Annex A-3)** |  |  |  |

1. Contracts listed may include those entered into by the Government, agencies of state and/or local governments, civilian/military organizations, non-profit entities, international organizations and/or commercial concerns. If the customer is the government/military/International organization, a certificate issued by the competent authority is required. [↑](#footnote-ref-1)