D. TENDER FORM FOR A SUPPLY CONTRACT

Publication reference: < Publication reference >

Title of contract: "Supply of Electronic Equipment for the Interactive Exhibition in Saranda"

< Place, Date >

A: Municipality of Saranda (Bashkia Sarandë), Rruga "Abedin Dino" nr. 11, 9701, Saranda, Albania.

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 submitting this tender. Any additional documentation (brochure, letter, etc.) sent with the form will not be taken into consideration. Tenders being 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. 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 economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible.

Capacity-providing entities

An economic operator (i.e. tenderer) 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. If the economic operator relies on other entities it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **For the purpose of the present tender, the data for this third entity for the relevant selection criterion should be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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

	Name(s) of tenderer(s)	Official address, postcode, P.O box, city, country	Legal form	VAT number and/or Registration number (if applicable)	Place of main registration[1] (city and country) and date of registration	PIC number [2]
Leader[3]						
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[4]						

[1] In case the tenderer is an individual, mention the nationality of the individual.

[2] PIC number not applicable in indirect management where the Partner Country makes the payments. See section 10, annex c4b.

[3] Add/delete additional lines for members as appropriate. Note that capacity providing entity/ subcontractors are not considered to be a member for the purposes of this tender procedure. Subsequently, the data on capacity providing entities/ subcontractor must not appear in the data related to the economic, financial and professional capacity but on a separate document. 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). Any change in the identity of the leader and/or any consortium members between the deadline for receipt of requests to participate indicated in the contract notice and the award of the contract is not permitted without the prior written authorisation of the contracting authority.

[4] 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.

2 CONTACT PERSON (for this tender)

Name	
Address	
Telephone	
E-mail	

3 ECONOMIC AND FINANCIAL CAPACITY[5]

Please complete the following table of financial data[6] based on your annual accounts and your latest projections. If annual closed accounts are not yet available for the current year or past year, please provide your amounts based on appropriate statements from banks in the columns marked with **. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, an explanation of the change must be provided as a footnote to the table). Any clarification or explanation which is judged necessary may also be provided.

Financial data Data requested in this table must be consistent with the selection criteria set in the additional information about the contract notice document	**2 years before last year[7]** <specify> €	**Year before last year** <specify> €	**Last year** <specify> €	**Average[8]** €	**[Past year** €]**	**[Current year** €]**
Annual turnover[9], excluding this contract						

[5] Natural persons have to prove their capacity in accordance with the selection criteria and by the appropriate means.

[6] If this tender form is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this tender form. Consolidated data are not requested for financial ratios.

[7] Last year=last accounting year for which the entity's accounts have been closed.

[8] Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

[9] The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

4 PERSONNEL

Not applicable. No professional capacity selection criterion is required for this tender. Personnel statistics are not required for this tender. No professional or technical capacity selection criteria have been set in the tender dossier.

5 FIELDS OF SPECIALISATION

Not applicable. No professional or technical capacity selection criteria have been set in the tender dossier. Therefore, fields of specialisation / experience references are not required for this tender.

6 EXPERIENCE

Not applicable. No professional or technical capacity selection criteria have been set in the tender dossier. Therefore, fields of specialisation / experience references are not required for this tender.

7 TENDERER'S DECLARATION(S)

As part of their tender, each legal entity identified under point 1 of this form, including every consortium member, must submit a signed tenderer's declaration using this format.

Additionally, each legal entity identified under point 1 of this form, including every consortium member, as well as each capacity providing entity and subcontractor, must submit the declaration on honour on exclusion and selection criteria (Annex 1)

In response to the 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 tender dossier for the open invitation to tender No <…….> of <date>. We hereby accept its provisions in their entirety, without reservation or restriction.

2 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:

- Lot 1 – Electronic Equipment: 1 Desktop PC with 27" monitor; 1 Laptop; 2 Tablets.
- Lot 2 – Lighting Equipment: 8 Smart LED Track Lights; 6 LED Wash Lights; 2 Projection-compatible spotlights; 1 Smart lighting control system – DMX Controller + Wireless Light Control Panel; 1 lump-sum Installation costs.
- Lot 3 – Projection, Audio and Display Equipment: 1 High-lumen projector; 1 Media server for Projection Mapping; 1 Audio equipment for interactive storytelling; 1 High-Quality Screen Display; 3 Directional Speakers for localized audio zones; 1 lump-sum Cabling, installation, system integration and related guarantee obligations.

3 The price of our tender **excluding** spare parts and consumables, if applicable (excluding the discounts described under point 4) is:

Lot 1: EUR <insert price>

Lot 2: EUR <insert price>

Lot 3: EUR <insert price>

4 We will grant a discount of [<…>%], or [<……..>] [in the event of our being awarded lot … and lot … ……].

5 This tender is valid for a period of 90 days from the final date for submission of tenders.

6 If our tender is accepted, we undertake to provide a performance guarantee as required by Article 11 of the special conditions.

7 Our firm/company [and our subcontractors] has/have the following nationality:

<…….>

8 We are making this tender in our own right [as member in 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 in the consortium, that all members are jointly and severally liable by law for the execution of the contract, 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]. [We, the tenderer, confirm that where we rely on the capacities of other entities with regard to the criteria

relating to economic and financial capacity, we have the written commitment made by the capacity providing entities that they are jointly liable for the performance of the contract.]

9 We undertake, if required, to provide the proof usual under the law of the country in which we are effectively 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 1 year before the date of submission of the 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.

10 We agree to abide by the ethics clauses in Clause 24 of the instructions to tenderers and, in particular, have no conflict of interests or any equivalent relation which may distort competition with other tenderers or other parties in the tender procedure at the time of the submission of this form.

We confirm that we, including all consortium members, if any, capacity providing entities and subcontractors are not in the lists of EU restrictive measures[1] (www.sanctionsmap.eu) and we understand that our tender may be rejected, if proved the contrary.

11 We will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this tender may result in our exclusion from this and other contracts funded by the EU/EDF.

12 We note that the contracting authority is not bound to proceed with this open 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.

13 We fully recognise and accept that if the above-mentioned persons participate despite being in any of the situations listed in Section 2.4.2.1 and Section 2.4.1 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 exclusion decisions and/or financial penalties up to 10% of the total estimated value of the contract being awarded and that this information may be published on the European Commission website in accordance with the Financial Regulation in force.

14 We are aware that, for the purposes of safeguarding the EU's financial interests, our personal data and those of all entities involved in the performance of the contract may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel, to the European Anti-Fraud Office or to the European Public Prosecutor's Office.

15 We agree that any arbitral award resulting from this tender will be published on the European Commission's website after anonymisation.

[* Delete as applicable]

[If this declaration is being completed by a consortium member:

The following table contains our financial data as included in the consortium's tender form. These data are based on our annual closed accounts and our latest projections. Estimated figures (i.e. those not included in annual closed accounts) are given in italics. Figures in all columns

[1] 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*.

have been provided on the same basis to allow a direct, year-on-year comparison to be made <except as explained in the footnote to the table>.

Financial data Data requested in this table must be consistent with the selection criteria set in the additional information about the contract notice document	**2 years before last**[5] <specify> **EUR**	**Year before last year** <specify> **EUR**	**Last year** <specify> **EUR**	**Average**[6] **EUR**	**Past year** **EUR]**	**[Current year** **EUR]**
Annual turnover [7], excluding this contract						

Not applicable. No professional capacity selection criterion is required for this tender.

Personnel statistics are not required for this tender. No professional or technical capacity selection criteria have been set in the tender dossier; only the economic and financial capacity criterion specified in the contract notice applies.

Yours faithfully

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 1

DECLARATION ON HONOUR ON EXCLUSION AND SELECTION CRITERIA

Form A14a – Declaration on Honour on exclusion and selection criteria is provided separately in the tender dossier and must be completed and signed in accordance with the Instructions to tenderers.