Reference: SIWI/IT/Proc/2017/11/01

TENDER FORM

For 60 Computing Client (Laptops)

# General information

This tender form **must** be completed, signed and submitted by the Tenderer as part of its Tender.

Square brackets “[…]” and checkboxes “[ ] ” indicate fields to be filled in by the Tenderer.

The numbering of sections corresponds to that of the Invitation to tender.

# Administrative conditions

## Information about the Tenderer

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| --- |
| **INFORMATION ABOUT THE TENDERER** |
| **ORGANISATION NAME** (if unincorporated, e.g. partnership or sole trader, please state firm’s name and names of principals) | [....................................] |
| **LEGAL FORM** | [ ]  Limited liability company[ ]  Limited partnership[ ]  Trading partnership[ ]  Foundation[ ]  Economic association[ ]  Non-profit association[ ]  Branch[ ]  International organisation[ ]  Sole trader |
| [ ]  Other:  | [....................................] |
| **REGISTRATION** |  |
| **ORGANISATION NUMBER, IF APPLICABLE** | [....................................] |
| **VAT-NUMBER** (if no VAT-number or organisation number is applicable, please indicate another identification number) | [....................................] |
| **COUNTRY/COUNTRIES OF REGISTRATION** | [....................................] |
| **IF NO REGISTRATION IS REQUIRED, PLEASE PROVIDE FURTHER DETAILS** (i.e. why registration isn’t required) | [....................................] |
| **PERMANENT ADRESS** | [..................................] | TELEPHONE | [..................................] |
| MOBILE | [..................................] |
| **POSTCODE** | [..................................] | EMAIL | [..................................] |
| WEBSITE | [..................................] |
| **NAME(S) & POSITION(S) AND CONTACT DETAILS OF AUTHORIZED SIGNATORY/SIGNATORIES**  | FULL NAME(S): | [....................................] |
| POSITION(S)/ACTING IN THE CAPACITY OF: | [....................................] |
| TELEPHONE: | [....................................] |
| EMAIL: | [....................................] |
| **SOLE TRADER** (only answer if sole trader or equivalent) | DOES THE TENDERER FULFILL ALL APPLICABLE REQUIREMENTS TO OPERATE AS A SOLE TRADER? (i.e. professional or trade registration and tax registration) | [ ]  YES [ ]  NO |
|  | PLEASE DESCRIBE REQUIREMENTS BRIEFLY: | [....................................] |

## Consortium

|  |  |
| --- | --- |
| Has the Tenderer taken the form of a consortium?If **YES**, the Tenderer **must** provide information regarding the members of the consortium: | [ ]  YES [ ]  NO |
| **Consortium member No.** | **Official name**  | **Organisation number** |
| **I. (Consortium leader)** | [....................................] | [....................................] |
| **II.** | [....................................] | [....................................] |
| **III.** | [....................................] | [....................................] |
| **IV.** | [....................................] | [....................................] |
| Do the members of the consortium assume joint and several liability towards SIWI for the performance of the contract as a whole? | [ ]  YES [ ]  NO |

## Subcontracting

|  |  |
| --- | --- |
| Does the Tenderer intend to subcontract 25 percent or more of the contract and is the capacity of the subcontractor(s) necessary to fulfil the selection criteria in Section 4.2?If **YES,** the Tenderer **must** provide information regarding the subcontractors: | [ ]  YES [ ]  NO |
| **Subcontractor No.** | **Official name**  | **Organisation number** |
| **I.** | [....................................] | [....................................] |
| **II.** | [....................................] | [....................................] |
| **III.** | [....................................] | [....................................] |
| **IV.** | [....................................] | [....................................] |
| Does the Tenderer assume full liability towards SIWI for the performance of the contract as a whole? | [ ]  YES [ ]  NO |

# Requirements on the Tenderer

## Exclusion grounds

|  |  |
| --- | --- |
| **4.1.1 GROUNDS RELATING TO CRIMINAL CONVICTIONS** | **ANSWER:** |
| IS THE TENDERER or, if applicable, any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein BEEN THE SUBJECT OF A CONVICTION BY FINAL JUDGEMENT FOR ONE OF THE FOLLOWING REASONS:1. PARTICIPATION IN A CRIMINAL ORGANISATION;
2. CORRUPTION;
3. FRAUD;
4. TERRORIST OFFENCES OR OFFENCES LINKED TO TERRORIST ACTIVITIES;
5. MONEY LAUNDERING OR TERRORIST FINANCING;
6. CHILD LABOR AND/OR OTHER FORMS OF HUMAN TRAFFICKING?
 | [ ]  **YES** [ ]  **NO** |
| IF **YES,** PLEASE PROVIDE FURTHER DETAILS: | [....................................] |
| **4.1.2 GROUNDS RELATING TO INSOLVENCY** | **ANSWER:** |
| IS THE TENDERER IN ANY OF THE FOLLOWING SITUATIONS:1. BANKRUPTCY;
2. SUBJECT TO INSOLVENCY OR WINDING-UP PROCEDURES;
3. HAVING ITS AFFAIRS ADMINISTERED BY THE COURTS;
4. ENTERED INTO AN ARRANGEMENT WITH CREDITORS;
5. SUSPENDED BUSINESS ACTIVITIES;
6. SUBJECT OF PROCEEDING CONCERNING THE ABOVE MATTERS, OR
7. IN ANY ANALOGOUS SITUATION ARISING FROM A SIMILAR PROCEDURE PROVIDED FOR IN NATIONAL LEGISLATION OR REGULATIONS?
 | [ ]  **YES** [ ]  **NO** |
| IF **YES,** PLEASE PROVIDE FURTHER DETAILS: | [....................................] |
| **4.1.3 PROFESSIONAL MISCONDUCT** | **ANSWER:** |
| HAS THE TENDERER or, if applicable, any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein BEEN THE SUBJECT OF ANY CORRUPTION-RELATED INVESTIGATION OR LEGAL PROCEEDINGS? | [ ]  **YES** [ ]  **NO** |
| HAS THE TENDERER or, if applicable, any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein BEEN THE SUBJECT OF AN OFFENCE CONCERNING PROFESSIONAL CONDUCT? | [ ]  **YES** [ ]  **NO** |
| HAS THE TENDERER or, if applicable, any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein BEEN GUILTY OF GRAVE PROFESSIONAL MIS­CONDUCT? | [ ]  **YES** [ ]  **NO** |
| IF **YES,** PLEASE PROVIDE FURTHER DETAILS: | [....................................] |
| **4.1.4 PAYMENT OF TAXES AND SOCIAL SECURITY CONTRIBUTIONS** | **ANSWER:** |
| DOES THE TENDERER MEET ALL APPLICABLE OBLIGATIONS RELATING TO THE PAYMENT OF TAXES AND SOCIAL SECURITY CONTRIBUTIONS? | [ ]  **YES** [ ]  **NO** |
| IF **NO,** PLEASE PROVIDE FURTHER DETAILS: | [....................................] |
| **4.1.5 CONFLICT OF INTERESTS** | **ANSWER:** |
| IS THE TENDERER AWARE OF ANY CONFLICT OF INTEREST DUE TO PARTICIPATION IN THE PROCUREMENT PROCEDURE? | [ ]  **YES** [ ]  **NO** |
| IF **YES,** PLEASE PROVIDE FURTHER DETAILS: | [....................................] |

## Selection criteria

### Legal capacity

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| **1.** If applicable, is the Tenderer registered with the appropriate professional or trade register(s) in the country where it is established? | [ ]  YES [ ]  NO [ ]  N/A | If applicable, a copy of certificate of registration or equivalent. |
|  |
| **2.** If applicable, is the Tenderer registered for the payment of taxes (e.g. value added tax, withholding tax, social security contributions or similar taxes or charges) in accordance with the laws and regulations of the country where it is established? | [ ]  YES [ ]  NO [ ]  N/A |  |
| **3.** If applicable, does the Tenderer have the authorisation and/or membership(s) required in order to be able to perform the services specified in this procurement?  | [ ]  YES [ ]  NO [ ]  N/A | If applicable, copies of documents proving such authorisation and/or membership. |

### Economic and financial capacity

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| The tenderer MUST not be involved in a insolvency or equivalent economic failure in the past 2 years | [ ]  YES [ ]  NO | Copies of audited financial reports for the last two (2) years. |
| The tenderer must have the financial capacity to guarantee the service offering, in both volume and quality, for the period of the contract. | [ ]  YES [ ]  NO | Attach Statement of commitment to fulfil criterion |

### Professional and technical capacity

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| The tenderer must have the necessary staff for consistent delivery of the services for the entire period of the contract | [ ]  YES [ ]  NO | Provide organizational profile and technical competence documentation, alternatively provide certification documents from respective technology platforms |
| the tenderer must have the necessary certifications and reseller agreements related to all sub services needed for consistent delivery of the contracted services for the entire period of the contract | [ ]  YES [ ]  NO | Provide statement of commitment to fulfil criterion |

### Quality assurance standards and environmental management standards

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| --- | --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| Criterion 1: Tenders must have the Quality & environmental monitoring, management and mitigation systems to assure environmental compliance of the material and service regulations as per all applicable regulations and industry best practices. | [ ]  YES [ ]  NO | Copy of certificate or equivalent. And statement of commitment to fulfil criterion |

# Tenderer’s Declaration and Signature

The Tender **must** be signed by the authorized signatory of the Tenderer or by a person authorized by power of attorney to sign on behalf of the Tenderer.

This page may be scanned and appended to the Tender.

## Tenderer’s Declaration

|  |
| --- |
| **I, the undersigned, being the authorized signatory of the above Tenderer, hereby declare the following:*** **that the Tender is valid and binding on the Tenderer until <date, same as Section 2.2.3 of the Invitation to tender>,**
* **that the Tenderer is not subject to any of the exclusion grounds listed in Section 4.1,**
* **that all the compulsory requirements in the procurement documents are fulfilled, and**
* **that all the information provided in this Tender is accurate and correct.**
 |
| **Signature**  |  |
| **Name in block letters** | [....................................] |
| **Title in block letters** | [....................................] |
| **Place and date** | [....................................] |

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| If the signatory is not the authorized signatory of the Tenderer, a power of attorney, signed by the authorized signatory of the Tenderer, **must** be appended to the Tender, stating that the person in question is authorized to sign on behalf of the Tenderer. |