Reference: 13-10900

TENDER FORM

World Water Week 2019-2020: media services

# 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 any 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

### Availability

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| Must be available during below dates: 2019: Aug 24-30 2020: August 22-28 | YES  NO | The Tenderer must provide written confirmation that relevant staff will be available on these dates. |

### 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. |

### Professional and technical capacity

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| Professional and technical capability to execute selected Lots | YES  NO | The Tenderer must provide at least one (1) written reference referring to relevant projects demonstrating The Tenderer's professional capacity. |

### Quality assurance standards and environmental management standards

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| How the Tenderer addresses sustainability issues in its business operations | YES  NO | The Tenderer must provide a written explanation of how the Tenderer addresses sustainability issues in its business operations |

### Partnership capacity

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| Interest in participation in World Water Week, e.g. an exhibition or session  Strategic advice over and above the tender | YES  NO | Please also provide a short written statement on how you see potential partnership including any limiting conditions. |

# Special conditions

|  |  |
| --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** |
| Does the tenderer accept the special conditions set out in Section 7 of the Invitation to tender? | YES  NO |

# 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** 2020-12-31**,** * **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** | [....................................] |

|  |
| --- |
| 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. |