REQUEST TO PARTICIPATE SUBMISSION FORM

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| **Procurement title:** | World Water Week 2021 |
| **Reference:** | WWW2021 WO nr 1208028 - 2021 |

# General information

This Request to participate submission form **must** be completed, signed and submitted in pdf-format by the candidate. If two different suppliers are submitting a tender together \* – both suppliers **must** complete the Request to participate submission form.

# Administrative conditions

## Information about the candidate

The term “candidate” refers to the organization submitting the request to participate. The candidate **must** submit the required information regarding the organization as well as the authorized signatory and the contact for the candidate.

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| **Official name** | Click or tap here to enter text. |
| **Organization number** | Click or tap here to enter text. |
| **Postal address** | Click or tap here to enter text. |
| **Website** | Click or tap here to enter text. |

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| **Name of authorized signatory** | Click or tap here to enter text. |
| **Title of authorized signatory** | Click or tap here to enter text. |

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| **Name of contact** | Click or tap here to enter text. |
| **Contact telephone number** | Click or tap here to enter text. |
| **Contact email address** | Click or tap here to enter text. |

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| **\*Submitting tender together with: ”Official name”** | Click or tap here to enter text. |

## Subcontracting

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| Does the candidate have subcontractors?  If the answer is yes, the candidate **must** provide information regarding the subcontractors: | | Yes  No |
| **Subcontractor No.** | **Full name and corporate identity number of the subcontractor** | |
| **I.** | Click or tap here to enter text. | |
| **II.** | Click or tap here to enter text. | |
| **III.** | Click or tap here to enter text. | |
| Does the candidate assume full liability towards SIWI for the performance of the contract as a whole? | | Yes  No |

# Requirements relating to the candidate

## Exclusion criteria

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| **Criteria relating to criminal convictions** | **Answer:** |
| Has the candidate itself or 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 organization 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 |
| **Criteria relating to insolvency** | **Answer:** |
| Is the candidate 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 |
| **Criteria relating to professional misconduct** | **Answer:** |
| Has the candidate been the subject of a conviction by final judgement of an offence concerning its professional conduct? | Yes  No |
| Is the candidate guilty of grave professional mis­conduct? | Yes  No |
| **Criteria relating to payment of taxes and social security contributions** | **Answer:** |
| Has the candidate met all its obligations relating to the payment of taxes and social security contributions | Yes  No |
| **Criteria conflict of interests and information** | **Answer:** |
| Is the candidate aware of any conflict of interest due to its participation in the procurement procedure? | Yes  No |
| Can the economic operator confirm that:   1. It has not been guilty of serious misrepresentation in supplying the information required for the verification of the absence of the grounds for exclusion or the fulfillment of the selection criteria, 2. It has not withheld such information? | Yes  No |

## Selection criteria

### Legal capacity

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| **Legal capacity** | **Answer:** |
| Is the candidate enrolled in the relevant professional or trade registers kept in the country of its establishment?  **Documents to be submitted on request:**  Copy of certificate of registration. | Yes  No |
| Is the candidate registered for the payment of value added tax, withholding tax, employee contributions or similar taxes or charges in accordance with the law of the country of the candidate’s establishment?  **Documents to be submitted on request:**  Copy of certificate of registration. | Yes  No |

### Economic and financial capacity

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| **Financial** |
| The candidate’s financial results can be subject to review.  **Documents to be submitted on request:**  Annual reports for the last 3financial years |
| The insured amount of the candidate’s indemnity insurance as follows:  **Documents to be submitted on request:**  Copy oftype ofinsurance |

### Professional and technical capacity

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| **Professional and technical capacity** |
| The candidate **must** have a professional experience of at least 3 years in providing digital event services.  A description of 2 similar projects (preferably of international character) which are similar to the supplies/services concerned here.  **Contact information to be submitted on request:**  If SIWI needed to verify this information |
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| Project 1:Click or tap here to enter text. |
| Project 2:Click or tap here to enter text. |

### Quality assurance standards / environmental management standards / security standards

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| **Quality Assurance Systems / Environmental Management Standards / Security Standards** |
| The candidate **must** have quality assurance standards in place **Documents to be submitted on request:** A description of the candidate’s quality assurance processes and or a copy of obtained certificates. |
| The candidate **must** have environmental management systems in place.  **Documents to be submitted on request:** A copy of the candidate’s certificate or a description of the candidate’s environmental management systems |
| The candidate **must** have data and system security guidelines in place.  **Documents to be submitted on request:** A copy of the candidate’s enhanced security guarantee or a description of the candidate’s secure management of technical systems |

# Requirements

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| Technical specification and technical offer form | **Answer:** |
| The services of this tender will cover the following three areas:   1. The digital platform, including participant registrations, branding, networking, exhibition etc. 2. Support, including platform set-up, live session support, self-service for session organisers etc. 3. Production, including live streaming, pre-recording, etc.   The three parts are described in detail in Annex 2, *Technical specifications and technical offer form* |  |
| Is Annex 2, *Technical specification and technical offer form is filled in?* | Yes  No |

# Candidate’s Declaration and Signature

## Formal requirements

The request to participate **must** be signed by the authorized signatory of the candidate.

This page may be scanned and appended as a separate appendix to the request to participate.

## Candidate’s declaration

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| **I, the undersigned, being the authorized signatory of the above candidate, hereby declare the following:**   * **that the candidate is not subject to any of the situations listed in section 3.1,** * **that all the requirements stated in the procurement documents are fulfilled,** * **and that all the information provided in this request to participate is accurate and correct.** | |
| **Signature** | Click or tap here to enter text. |
| **Name in block letters** | Click or tap here to enter text. |
| **Title** | Click or tap here to enter text. |
| **Place and date** | Click or tap here to enter text. |

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| If the signatory is not the authorized signatory of the candidate, a signed power of attorney must be appended to the request to participate, stating that the person in question is authorized to sign on behalf of the candidate. |