## Service Tender submission form

Ref #: CB/TC2: 0921/02

Contract title: DELIVERY OF AN ADVANCED ONLINE TRAINING COURSE IN INSTRUCTIONAL DESIGN STRATEGY AND CURRICULA DEVELOPMENT

Please supply o**ne signed** tender submission form (including signed statements of exclusivity and availability from all key experts proposed, if applicable, a completed financial identification form and a completed legal entity form (only for the Leader) and declarations from the Leader and all members (if you are in a consortium), together with three copies. 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 CARICOM IMPACS upon request. For economic and ecological reasons, we strongly recommend that tenders are submitted on electronically via email.

Tenders submitted by consortiums (i.e., either a permanent, legally established grouping or a grouping constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

1. **SUBMITTED by (i.e. the identity of the Consultant)**

|  |  |
| --- | --- |
|  | **Name(s) and address(es) of legal entity or entities submitting this tender** |
| **Leader[[1]](#footnote-1)** |  |
| **Member**  |  |
| **Etc. …**  |  |

1. **CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

1. **DECLARATION(S)**

As part of its tender, each legal entity identified under point 1 of this form, including every consortium member, must submit a signed declaration using the attached format.

1. **STATEMENT**

I, the undersigned, being the authorised signatory of the above Consultant (for consortiums, this must include all consortium members), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender documents for the tender procedure referred to above. We offer to provide the services requested in the tender documents on the basis of the following documents, which comprise our Technical offer, and our Financial offer, which is submitted in a separate, sealed envelope:

* Organisation & Methodology
* Key experts (comprising a list of the key experts and their CVs)
* Tenderer’s declaration (for consortia, this must include one from every consortium member)
* Statements of exclusivity and availability signed by each of the key experts
* Completed financial identification form (see Annex VII) providing details of the bank account into which payments under the proposed contract should be made in the event that we are awarded the contract (or the financial identification number or a copy of the financial identification form provided to CARICOM IMPACS on an earlier occasion, unless it has changed in the meantime)
* Completed legal entity form (or the legal entity number allocated. Alternatively, a copy of the legal entity form provided to CARICOM IMPACS on an earlier occasion, unless the legal status has changed in the meantime)
* Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.
* .Documentary evidence of the technical and professional capacity according to the selection criteria specified in the Terms of Reference.

[*If applicable:* We undertake to guarantee the eligibility of the subcontractor(s) for the parts of the services for which we have stated our intention to subcontract in the Organisation and Methodology.]

We understand that our tender will be excluded if we propose key experts who have been involved in preparing this project or hire such staff as advisers in the preparation of our tender and that we may also be subject to exclusion from other tender procedures and contracts.

We are fully aware that, for consortiums, the composition of the consortium cannot be changed during the tender procedure, unless CARICOM IMPACS gives its prior approval in writing. We are also aware that the consortium members would have joint and several liability towards CARICOM IMPACS concerning participation in both the above tender procedure and any contract awarded to us as a result of it.

This tender is subject to acceptance within the validity period stipulated in clause 6 of the ‘Instructions to tenderers’ document provided.

 Signed on behalf of the consultant.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

FORMAT OF THE DECLARATION REFERRED TO IN POINT 3
OF THE TENDER SUBMISSION FORM
To be submitted on the headed notepaper of the legal entity concerned

<Date>

<Name and address of the CARICOM IMPACS — >

**Your ref: < Ref # >**

Dear Sir/Madam

**TENDERER’S DECLARATION**

In response to your letter of invitation to tender for the above contract, we <**Name(s) of legal entity or entities**>hereby declare that we:

1. are submitting this tender < **on an individual basis** \* / **as member of the consortium** led by < name of the leader / ourselves > \* for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as a member — including leader — in a consortium or as an individual Consultant);
2. will inform CARICOM IMPACS immediately if there is any change in the above circumstances at any stage during the tender procedure or during implementation of the tasks;
* We understand that our tender and the expert may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in other projects if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

We understand that if we fail to respond within the time period specified after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative of the legal entity >

**< Name and position of authorised representative of the legal entity >**

Statement of exclusivity and availability[[2]](#footnote-2)ref #: CB/TC2: 921/02

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer, CARICOM IMPACS in the above-mentioned service tender procedure. This includes that I will not be proposed as a replacement expert in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my CV has been included if this tender is successful, namely:

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Availability** |
| < start of period 1 > | < end of period 1 > | < full time/part time > |

I confirm that I do not have any other professional activity incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to offer my services as an expert to any other tenderer participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by CARICOM IMPACS.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with CARICOM IMPACS and in case of dispute concerning my contract with the Contractor I shall address myself to the latter and/or to the competent jurisdictions.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

1. Add/delete additional lines for consortium members as appropriate. **Note that subcontractors are not considered to be consortium members**. If this tender is being submitted by an individual legal entity, the name of that legal entity 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 tenders set in the Instructions to Consultants and the award of the contract is not permitted without the prior approval in writing of CARICOM IMPACS. [↑](#footnote-ref-1)
2. To be completed by all key experts. [↑](#footnote-ref-2)