

## **APPENDIX 1: TEMPLATES FOR FORMS**

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**FORM 1**  
**COMMITMENT NOT TO WITHDRAW THE OFFER**  
**Tender No. ....**

1. We refer to the offer we have submitted for ..... , which is valid for the period specified in the tender documents and which, under the terms of the tender, tenderers have no right to withdraw.
  
2. Is in our knowledge that in accordance with the terms of the tender documents if:
  - a. After the closing date for the submission of Tenders, withdraw our Tender or a part thereof during its period of validity, or
  - b. has been ascertained that we have submitted any false declaration or false certificate, or
  - c. Having been notified of the acceptance of our Tender by the Contracting Authority during the period of validity of the Tender, and having been notified to present ourselves for signing the Contract:
    - (i) Refused or neglected to produce within the specified time limit any Certificate and/or other document and/or the Performance Guarantee and/or fulfill any other of our obligations deriving from our participation in the present tender procedure, or
    - (ii) Refused or neglected to sign the Contract,

The following penalties may be imposed to us:

- a. Declaration of us in default and deprivation of all of our rights to the Award of the Contract,
  - b. The penalties provided for by the Law and the Regulations regarding participation in future tender procedures leading to the award of a public contract.
- 
3. In addition, we undertake to pay the Contracting Authority a compensation amount equal to 5% of our financial offer or part thereof which has been withdrawn.

Signature of Tenderer or its Representative: .....

Signatory Name: .....

Identity Card / Passport No. of Signatory: .....

Capacity of Signatory: .....

Date: .....

DetailsTenderer<sup>1</sup> : .....

Name of the Tenderer: .....

Note 1: In the case of a consortium of natural and / or legal persons, the details of the consortium and of each member of the consortium.

## FORM 2

### SOLEMN DECLARATION CERTIFYING THE TENDERER'S PERSONAL SITUATION

To: **<name of Contracting Authority>**

Subject: **<Tender procedure title>**.

Tender procedure no.:

I solemnly declare that:

- a. I have not been convicted and neither have I admitted:
  - i.* participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime,
  - ii.* corruption as defined in Article 3 of the Convention of the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA,
  - iii.* fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities of 27/11/1995,
  - iv.* terrorist offences or offences linked to terrorism as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism or inciting, aiding or abetting, an offence as defined in Article 4 of the aforementioned Decision,
  - v.* money laundering or terrorist financing as defined in Article 2 of the national laws for the Prevention and Suppression of Money Laundering and Terrorist Financing, Laws of 2007 - 2016,
  - vi.* child labour and other forms of trafficking in human beings in accordance with Article 2 of the Law 60(l) of 2014 on the Prevention, Fighting against Trafficking in and Exploitation of Human Beings and Protection of Victims.

It is noted that the Contracting Authority's obligation to exclude me from the procurement procedure is also applicable if the person convicted by final judgement or having admitted any of the above, is a member of an administrative, management or oversight body of my organisation or has powers of representation, decision or control therein.

- b. I am not guilty of grave professional misconduct which renders my integrity questionable.
- c. I have not entered into agreements with other economic operators aimed at distorting competition.

- d. I do not have a conflict of interest within the meaning of Article 6 of Law that cannot be effectively remedied without excluding me from participation in the tender procedure.
- e. I have not distorted the competition from my prior involvement in the preparation of the procurement procedure, as referred to in Article 38 of Law that cannot be effectively remedied without excluding me from participation in the tender procedure. I have not shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity or a prior concession contract which led to early termination of that prior contract, damages or other comparable sanctions. I have not been found guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria and I have not withheld such information and I am able to submit the supporting documents required pursuant to Article 59 of Law.

Any paragraph that does not apply should be deleted and the space below should be used to provide clarifications.

.....  
 .....

Signature:

Name of signatory:

Identity Card / Passport No. of signatory:

Capacity of signatory

Details of Tenderer or consortium participant **<delete as appropriate>**

Name: .....

Country of establishment: ..... Address: .....

.....P.O. Box.....

Address for correspondence (if different) .....

.....P.O. Box.....

Contact tel. no. .... Contact fax no. ....

**FORM 3**

**CV**

**Proposed Position in the Project Team:**

1. **Family name:**
2. **First name:**
3. **Date of birth:**
4. **Nationality:**

**5. Education:**

Name of Institution	Period of Attendance		Degree / Certificate acquired
	From	To	

**6. Languages:** Mark 1-5 for competence (1 – excellent, 5 – elementary)

Language	Reading	Writing	Speaking

**7. Membership of professional bodies:**

**8. Other skills:** (e.g. computer literacy)

**9. Present position in the organisation:** (State the current employment - position in an Enterprise, Public or Private Sector Organisation, activity as freelance professional etc.)

**10. Key qualifications:** (State the key qualifications and capabilities of the person as these arise from his professional and other experience to date)

**11. Professional experience record:**

Company / Organisation	Period		Position	Description of Duties*
	From	To		

\* Provide a detailed description of duties, so that the relevance to the requested services, and the level of involvement and responsibility, may be established.

**12. List of projects similar to the one being put out to tender**

Project title	Implementation dates (start-completion)	Project value	Recipient / Contracting Entity	Summary description of project	Responsibilities – Duties

**13. Other related data/information:**

**Note:** The Contracting Authority reserves the right to check at any stage of the procedure the correctness of the information supplied in the CV. To this end, the Tenderer must, if so requested, submit the required documentary evidence, as appropriate in each case.

**FORM 4**

**DECLARATION REGARDING THE PROTECTION OF EMPLOYEES**

To: **<name of Contracting Authority>**

Subject: **<Tender procedure title>**.

Tender procedure no.:

Closing date for the submission of  
Tenders:

I solemnly certify that in preparing my tender, I have taken into consideration the obligations deriving from the provisions of the legislation on the protection of the employees and on working conditions currently in force in the Republic of Cyprus and applicable to the place of execution of the Contract.

Signature: .....

Name of signatory: .....

Identity Card / Passport  
No. of signatory: .....

Capacity of signatory .....



**FORM 5**  
**TECHNICAL OFFER**

To: **<name of Contracting Authority>**

**Subject:** *<Tender procedure title>*

**Tender procedure no.:**

**Closing date for the submission of tenders:**

1. After examining the Tender Documents and after developing a full understanding of the Contract Scope, we the undersigned undertake to commence, execute and complete the Contract Scope in accordance with the Tender Documents and our attached Technical Offer, and for the price that we state in our Financial Offer.
  
2. Should our offer be accepted, we undertake to commence the execution of the Services on the date stated in the contract.
  
3. We agree that our present Offer shall be valid for a period of time equal to that stated in paragraph 2.16 of Part A of the Tender Documents, that it shall bind us and that it may be accepted at any time prior to the expiry of the said period.

Signature of Tenderer or  
of Tenderer's Representative .....

Name of signatory .....

Identity Card / Passport No. of signatory .....

Capacity of signatory .....

**Details of Tenderer<sup>1</sup>**

Name of Tenderer .....

.....

Country of establishment .....

.....

Address..... P.O. Box  
.....

Address for communication (if different) .  
.....  
.....

P.O. Box  
.....

Contact tel. no. .... Contact fax no. ....

VAT Register No. ....  
.....

(country of enrolment on the VAT Register) .....

Date .....

Witness (Name, Signature and Address)

.....  
.....  
.....

Note 1: In the case of a consortium of natural and/or legal persons, the details for the consortium and the details of each consortium member must be given.

Note 2: All blank fields must be completed by the Tenderer or by the Tenderer's Representative.

**FORM 6**  
**FINANCIAL OFFER**

To:

**<name of Contracting Authority>**

Subject: **<Tender procedure title>**

Tender procedure no.:

Closing date for the submission of  
tenders:

1. After examining the terms of the Tender Documents and after developing a full understanding of the contract scope, we the undersigned undertake to commence, execute and complete the scope of the contract, in accordance with the Tender Documents and our Technical Offer, for the total amount of € .....(in full ..... Euro and ..... cent), plus VAT.
2. The total amount of the offer is analysed in the attached Financial Offer Analysis Table.
3. Should our offer be accepted, we undertake to deposit a Performance Guarantee, (if required) for the amount and in the format specified in the Tender Documents, and to commence the execution of the Services within the time limits provided for in the conditions of the Agreement and to complete them within the time limits stated in the Tender Documents and our Offer.
4. We agree that our present Offer shall be valid for a period of time equal to that stated in paragraph 2.16 of Part A of the Tender Documents, that it shall bind us and that it may be accepted at any time prior to the expiry of the said period.
5. Until an official Agreement is prepared and signed, our present Offer, together with your written acceptance, shall constitute a binding Contract between us.

## FINANCIAL OFFER ANALYSIS TABLE

A/A	Description *	Price per page ** (exclusive of VAT) Euro
1.	Translation documents or texts (A)	
2.	Revision or review of assignments (B)	

	Translation documents or texts	Revision or review of assignments
Estimated number of pages per year	500	100

	Total price in Euro, exclusive of VAT
Financial Offer for first year of the contract (C = A x 500 + B x 100)	
Financial Offer for second year of the contract (D = A x 500+ B x 100)	
Financial Offer for third year of the contract, if renewed by the Contracting Authority (E = A x 500 + B x 100)	
<b>Total Financial Offer (C + D + E)***</b>	

\* Every 250 words are considered as one page. If the source text contains more than 125 words and up to 250 it will be considered as a whole page. If the source text contains 125 words or less, it will be considered as a half page.

\*\* The fees would be inclusive of the project management

\*\*\* The Total Financial Offer figure will be used in the Evaluation of the Tenders by the Contracting Authority.

The Actual amount to be paid for each deliverable will be calculated as:

Number of pages x Price per page = Amount due for the deliverable

The number of pages may include half pages (i.e. 1.5 pages, or 10.5 pages).

The price per page will differ according to whether it is a translation or a review/ revision of documents.

Signature of Tenderer or .....  
of Tenderer’s Representative

Name of signatory .....

Identity Card / Passport No. of signatory .....

Capacity of signatory .....

Date .....

Details of Tenderer<sup>1</sup>

Name of Tenderer .....

Witness (Name, Signature and Address)

.....

.....

.....

Note 1: In the case of a consortium of natural and/or legal persons, the details for the consortium and the details of each consortium member must be given.

Note 2: All blank fields must be completed by the Tenderer or by the Tenderer’s Representative.

## FORM 7

### LIST OF CONTRACTOR'S CERTIFICATES

1. Extract from the "judicial record" or, failing that, of an equivalent document issued by a competent judicial or administrative authority of the country where the Contractor is established, showing that the participation requirements of article 6, paragraph 6.2(1)(a) of Part A of the Tender Documents have been met.
2. An original Certificate issued by a competent administrative or judicial authority in accordance with the legal provisions of the country where the Contractor is established, showing that the participation requirements of article 6, paragraph 6.2(1)(c) of Part A of the Tender Documents have been met.
3. An original Certificate issued by a competent authority of the country where the Contractor is established, showing that the participation requirements of article 6, paragraph 6.2(1)(b) of Part A of the Tender Documents have been met.

The authorities competent to issue the above certificates in the Republic of Cyprus are the following:

- The Tax Department {(Form no. T.Φ.2004}2018)
  - The Department of Social Insurance Services (for employers, Form Y.K.A. 2-022, and for self-employed persons, Form Y.K.A. 2-023)
4. Solemn Declaration Certifying the Tenderer's personal situation (Form 2).  
If the Tenderer relies on the capacities of other entities, then the Solemn Declaration Certifying the personal situation must be submitted for those entities too.
  5. If the Contractor is a Consortium, the above certificates must be submitted by all Consortium members as required in paragraph 6.2(2) of Part A of the Tender Documents.

Where the country in question does not issue the above certificates, they may be replaced by a declaration on oath by the Contractor or, in countries where there is no provision for declarations on oath, by a solemn declaration made by the Contractor before a competent judicial or administrative authority, a notary or a competent professional or trade body in the country where the Contractor is established.

**Note:**

The documents referred to in paragraphs 1-3 above, could be accepted provided that they meet cumulatively the following:

- Are original or certified copies
- Are issued within three months prior the signing the contract.