To the European Social Fund Agency

**TENDER**

**FOR THE ORGANISATION AND SERVICE PROVISION AT THE FINAL EVENT OF THE ALMA NETWORK IN BRUSSELS EVENT-CONFERENCE**

\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

# **INFORMATION ABOUT THE SUPPLIER[[1]](#footnote-1)**

|  |  |
| --- | --- |
| Name(s) of the Supplier or members of the group of economic operators |  |
| Legal entity code(s) of the Supplier or group members (if the Tender is submitted by a natural person, indicate business licence number or similar) |  |
| VAT identification number(s) of the Supplier or group members |  |
| Supplier group member representing or leading the group of suppliers (to be filled in if the Tender is submitted by a group of suppliers) |  |
| Address, phone number and email of the Supplier or the representative of the group of suppliers |  |
| Name of the bank, bank code and account number of the Supplier or the representative of the group of suppliers |  |
| Name, last name and position of the person authorised to sign the contract on behalf of the Supplier |  |
| Name, last name, phone number and email of the person responsible for participation in the procurement |  |

1. **INFORMATION ABOUT THE SUBCONTRACTORS[[2]](#footnote-2)**

2.1. Subcontractors:

|  |  |  |
| --- | --- | --- |
| No | Name, last name or title of the Subcontractor.  | Description of the procurement contract part transferred to the Subcontractor and proportion of obligations (%) of tender price incl. VAT |
| *1* | *2* | *3* |
| 1. |  |  |
| 2. |  |  |

With the Tender, we submit declarations or other documents confirming that the Subcontractors will be available during contract performance.

# **TENDER PRICE**

* 1. We propose to provide the services listed below for the following tender price:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Procurement item, unit of measure** | **Unit of measure** | **Quantity (units)** | **Unit price/rate EUR, excl. VAT** | **Tender price EUR, excl. VAT***(4x5)* |
| *1* | *2* | *3* | *4* | *5* | *6* |
| 1. | Conference hall (December 2) | Service | 1 |  |  |
| 2. | Additional rooms (December 2) | Service | 3 |  |  |
| 3. | Welcome coffee break | Serving | 170 |  |  |
|  | Catering (lunch, 2 coffee breaks) (December 2) | Serving | 170 |  |  |
|  | Dinner (December 2) | Serving | 151 |  |  |
|  | Technical equipment rental (December 2 and 3) | Service | 1 |  |  |
|  | Conference hall (December 3) | Service | 1 |  |  |
|  | Catering (lunch, 2 coffee breaks) (December 3) | Serving | 35 |  |  |
|  | Dinner (December 3) | Serving | 35 |  |  |
| **Total tender price EUR, excl. VAT** (*indicate the amount in words in brackets*) |  |
| **VAT** *(if applicable)\*\** |  |
| **Total tender price EUR, incl. VAT[[3]](#footnote-3)** (*indicate the amount in words in brackets*) |  |

\* *The number of participants stated is the maximum possible. Payment will be based on the actual number of participants.*

*\*\* If VAT is not applicable, please indicate the reason(s) why VAT is not charged[[4]](#footnote-4):*

3.2. The Supplier must ensure that the tender price includes all costs related to the provision of the services.

# **OTHER INFORMATION**

The following documents are submitted together with the Tender:

|  |  |  |
| --- | --- | --- |
| **No** | **Document** | **Name of attached file** |
| *1* | *2* | *3* |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

# The Tender shall remain valid for at least 90 calendar days from the final date for submission.

# **CONFIDENTIAL INFORMATION IN THE TENDER**

The following documents are submitted together with the Tender:

|  |  |  |
| --- | --- | --- |
| **No** | **Document** | **Confidential information within the document** |
| *1* | *2* | *3* |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

*This section should be completed only if confidential information is provided. The Supplier may not designate the entire Tender as confidential. Any information required to be disclosed under the laws of the Republic of Lithuania may not be marked as confidential. If the Supplier does not specify which information is confidential, the Tender will be considered to contain no confidential information.*

By signing this Tender, I hereby confirm that:

1. the information provided in the tender documents is true and accurate;
2. the proposed procurement subject fully complies with the requirements set out in the procurement documents;
3. I agree to all the terms and conditions specified in the procurement documents;
4. the Tender shall remain valid for the period specified in the procurement documents;
5. I confirm that I possess sufficient expertise, resources, and reliability to ensure the security of personal data processing (where the performance of the contract involves the processing of personal data of natural persons, as governed by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC).

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(Position, name, last name, signature of the Supplier or their authorised person)

1. The Supplier must complete the table. [↑](#footnote-ref-1)
2. To be completed if a subcontractor is engaged. [↑](#footnote-ref-2)
3. The total tender price including VAT will be used for tender evaluation purposes. This amount must cover all expenses incurred by the Supplier, including applicable taxes and the cost of submitting invoices via the SABIS system. [↑](#footnote-ref-3)
4. Where the Supplier is not liable to pay VAT under applicable legislation, they must indicate the reason, making reference to Council Directive 2006/112/EC of 28 November 2006 on the common system of value added tax, Article 95 of the Law on Value Added Tax, or another valid ground as specified by the Supplier. In such cases, the VAT field may be left blank or marked ‘not subject to VAT’ or ‘not applicable’. [↑](#footnote-ref-4)