Service provider’s Application Form**[[1]](#footnote-2)** for Graphic Design Service

FSM-2024-02-10

1. **Economic Operator/Applicant:**

…………………………………………………………………………

*(Full name (Physical person)/company (name, address, e-mail, phone number, tax identification number if relevant)*

represented by:

…………………………………………………………………………

*(Name, surname, position/the basis for representation)*

by joining the public procurement procedure conducted by Solidarity Fund PL in Georgia for the **selection of the Graphic Design service** submit the following offer and:

1. I declare that I have read the requirements of the Contracting Authority regarding the subject of the order, included in the Call for Service and I do not raise any objections to them.

2. I undertake to perform the subject of the contract on the financial conditions specified in the request for proposal.

3. I declare that I have fulfilled the information obligation on the protection of individuals with regard to the processing of personal data and on the free movement of such data towards natural persons from whom personal data (employees, associates) or indirectly (third parties) have been acquired and made available in order to apply for the award of a public contract in these proceedings.

4. I declare that I consider myself bound by this offer for a period of 30 days from the deadline for submission of tenders.

5. I declare that I am not subject to exclusion due to the fact that I haven’t been convicted for a crime of:

1. participation in an organized criminal group or association aimed at committing a crime or a fiscal offence
2. human trafficking
3. supporting terrorist offences
4. money laundering
5. crime against credibility of documents
6. tax offence

6. I declare that I am not subject to exclusion due to the fact that I am not a person against whom a final court judgment or a final administrative decision has been issued in arrears with the payment of taxes, fees or social or health insurance contributions and who has not complied with the above indicated judgments or administrative decision.

7. I declare that I am not subject to exclusion due to the fact that I haven’t been legally prohibited from applying for public contracts.

8. I declare that I am not subject to exclusion due to the fact that in relation to the entity I represent, liquidation has been opened, bankruptcy has been announced, assets are managed by a liquidator or court, an arrangement with creditors has been concluded, business activity is suspended or the entity is in a different situation of this type resulting from a similar the procedure provided for in the provisions of the place of initiation of this procedure.

9. In the event of the offer being secret, the Contractor shall be able to demonstrate that the proprietary information is a trade secret not later than on the submission date. A trade secret is specific information if it meets 3 conditions in total:

9a. is technical, technological, organizational of the enterprise or is other information of economic value,

9b. has not been disclosed to the public,

9c. the necessary measures have been taken in order to maintain confidentiality.

**10.** TECHNICAL AND PROFESSIONAL CAPACITY**:**

*Please answer the following questions*.

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1 | Column 2 | Column 3 | Column 4 |
| Criterion  | YES | NO |  |
| Can you submit your portfolio as part of an application? |  |  |  |
| Do you have a minimum of 2 years of working experience in creating graphic design for various materials? |  |  |  |
| Are you able to assign a dedicated focal point for SFPL speaking at least one of the following foreign languages, Georgian and/or English and/or Polish?  |  |  |  |
| If selected, can you offer various choices and design options developed according to the organization's brand book? |  |  |  |
| Can you prepare the graphic design for various PR materials on different topics, such as, energy efficiency, digitalisation, etc?  |  |  |  |
| If selected, can you determine printing requirements of the materials designed by you (e.g, flyers, banners, leaflets)? |  |  |  |
| How responsive can you be to our email? Are you able to respond within 24 hours, within 48 hours, or within 72 hours or more? Indicate your answer in column 4. |  |  |  |
| Do you offer graphic design service for the following categories and in what timeframe can you prepare it? Tick column 2 if the answer is YES, column 3 if the answer is NO. In column 4, please indicate the timeframe needed for the preparation of graphic design of the specific product.  |  |  | TIMEFRAME |
| 1 | Pen with logos and thematic design  |  |  |  |
| 2 | Desk calendar on a spring  |  |  |  |
| 3 | Fabric bag with logos and thematic design |  |  |  |
| 4 | Rollup banner with thematic design |  |  |  |
| 5 | Bifold brochure (4 pages) with thematic design in A5 format  |  |  |  |
| 6 | PPT Presentation with thematic design – 10 slides  |  |  |  |
| 7 |  PPT Presentation with thematic design – 15 slides |  |  |  |
| 8 | Brochure with thematic design in A5 format – 12 pages |  |  |  |
| 9 | Cup with a thematic design and logos  |  |  |  |
| 10 | T-shirt with a thematic design and logos  |  |  |  |

**11. Price**

*Please indicate the price in GEL for service(s) you provide for* the cost simulation scenario.

|  |  |  |
| --- | --- | --- |
|  | **Unit** | **Total, GEL** |
| 1 | Pen with logos and thematic design  |  |
| 2 | Desk calendar on a spring  |  |
| 3 | Fabric bag with logos and thematic design |  |
| 4 | Rollup banner with thematic design |  |
| 5 | Bifold brochure (4 pages) with thematic design in A5 format  |  |
| 6 | PPT Presentation with thematic design – 10 slides  |  |
| 7 |  PPT Presentation with thematic design – 15 slides |  |
| 8 | Brochure with thematic design in A5 format – 12 pages |  |
| 9 | Cup with a thematic design and logos  |  |
| 10 | T-shirt with a thematic design and logos  |  |
|  | **Total** |  |

**15. Regarding the price offer**

*Please mark one of the following options:*

[ ]  I declare that the price includes all costs incurred by the Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), computer equipment, cellular communication and software (word processor / spreadsheet) as well as the costs of accommodation in Georgia, food, insurance, local travel (unless travel is ordered separately by Contracting Authority), computer equipment, cellular communication and software (word processor / spreadsheet / power point).

*[ ]* "I declare that the price offer does not include the following costs incurred by the Economic Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_"

16. I declare that all information and statements given in the above offer are up-to-date

and truthful and have been presented with full awareness of the consequences of misleading the ordering party in presenting the information.

**17. The attachments to this form, which form an integral part of the offer is:**

1. **Service Provider Fiscal Statement Form**
2. **A visual collection of your work – portfolio**

|  |  |  |
| --- | --- | --- |
| *(place, date)* |  | *(Signature of an applicant, or authorized representative**to represent the applicant)* |

1. Failure to provide the information requested on this application, or late submission, may result in not considering your application. [↑](#footnote-ref-2)