Service provider’s Application Form**[[1]](#footnote-2)** for Supplying and Delivering IT Equipment and Peripherals

FSM-2024-10-23

**1. Economic Operator/Applicant:**

………………………………………………………………………………………………..

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

represented by:

…………………………………………………………………………

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

I, undersigned:

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

Acting on behalf of the applicant:

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

*(Registered name of the economic operator / representative of economic operators acting jointly)*

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

*(Registered address of the applicant / representative of acting jointly)*

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

*(telephone number, e-mail)*

by joining the public procurement procedure conducted by Solidarity Fund PL in Georgia for the selection of **Supplying and Delivering IT Equipment and Peripherals** service provider submits the following offer:

i. 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.

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

iii. I declare that I have fulfilled the information obligation provided for in art. 13 or art. 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) personal 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.

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

v. I declare that I am not subject to exclusion from the procurement procedure under Article 108 para. 1 of the Public Procurement Law of Poland.

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.

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.

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.

vi. 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, i.e. pursuant to Art. 109 paragraph. 1 point 4 of the Public Procurement Law of Poland,

vii. I declare that I am not:

a) Russian or Belarusian citizen or a natural or legal person, entity or body based in Russia or Belarus;

b) legal person, entity or body whose ownership rights are directly or indirectly more than 50% owned by the entity referred to in point a) of this paragraph;

c) natural or legal person, entity or body acting on behalf of or under the direction of the entity referred to in points a) or b) of this paragraph, including a subcontractor, supplier or entity on whose capacities are relied upon within the meaning of the Public Procurement Directives, where they account for more than 10% of the value of the contract. Legal basis: Council Regulation (EU) 2022/576 of the European Union amending Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia's actions destabilizing the situation in Ukraine (OJ EU No L 111, 8.04.2022, p. 1) and Act of 13 April 2022 on specific arrangements to counter support for aggression against Ukraine and to protect national security.

viii. I declare that the information and documents contained in the Offer on pages from ........................ to ......... ............... are business secrets within the meaning of the provisions on combating unfair competition and we reserve that they may not be disclosed. Information and documents contained on the other pages of the Offer are public.

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, in particular, by specifying how the conditions referred to in art. 11 point 4 of the Act of 16 April 1993 on combating unfair competition, according to which a trade secret is specific information if it meets 3 conditions in total:

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

viiib. has not been disclosed to the public,

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

2. Description of the experience in the field of provision of IT peripheral devices for the company designated to perform the contract:

*Tick a box*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Number of years of experience | | | | | |
| Name of a company | 1 | 2 | 3 | 4 | 5 | Over 5 years |
|  |  |  |  |  |  |  |

3. TECHNICAL AND PROFESSIONAL CAPACITY**:**

*Please answer the following questions*.

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1 | Column 2 | Column 3 | Column 4 |
| Criterion | **YES** | **NO** |  |
| Can you submit your general portfolio as part of an application? |  |  |  |
| Do you have a minimum of 5 years of operating experience in the field of provision of IT peripheral devices? |  |  |  |
| 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 Russian? |  |  |  |
| If selected, can you offer at least 3 options of the same product as an alternative with different quality grades according to the organization's request? |  |  |  |
| Can you provide free-of-charge delivery of the items to the requested venue, such as, timely and intactly? |  |  |  |
| If selected, can you ensure that your product meets safety, performance, environmental, security, and interoperability standards and regulations? |  |  |  |
| If selected, can you ensure that pricing adheres to relevant regulations and staying competitive and valid throughout the contracting period? |  |  |  |
| Can you guarantee that you provide internationally recognized brands with a warranty period of at least 12 months? |  |  |  |
| Can you specify the delivery time of order we may make to you in column 4? (within 48 hrs, within 72 hrs, within a week, 7 days or more) |  |  |  |
| 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. |  |  |  |

**3. Price**

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

In order to be capable of assessing your offer, it will be helpful to provide the information about your products, in particular:

**Detailed Pricing Breakdown:**

Can you provide a detailed breakdown (catalogue) of the costs for each product/service?

Are there any additional fees or hidden costs we should be aware of?

**Discounts and Offers:**

Do you offer any discounts for bulk purchases or long-term contracts?

Are there any seasonal or promotional discounts available?

**4. 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:

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5. 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.

6. The attachments to this form, which form an integral part of the offer are:

1. Service Provider Fiscal Statement Form;
2. A detailed breakdown (catalogue) of the costs for each product/service.

|  |  |  |
| --- | --- | --- |
| *(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)