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| TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURE (EQUAL OR BELOW 20.000 EUR) |

**PART B: DOCUMENTS TO BE COMPLETED BY TENDERER – TECHNICAL OFFER**

This document contains the following parts:

* Tender submission form
* Tenderer's declaration
* Technical offer

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| TENDER SUBMISSION FORM |

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

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this application** | **Nationality** |
| **Leader** |  |  |

**2 CONTACT PERSON (for this tender)**

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

**3 STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer, hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our Technical offer, and our Financial offer:

* Technical offer as per standard format provided in the tender dossier (Part B)
* Financial offer as per standard format provided in the tender dossier (Part C)

Signed on behalf of the Tenderer

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

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| TENDER'S DECLARATION |

FORMAT FOR THE DECLARATION REFERRED TO IN POINT 7

OF THE TENDER SUBMISSION FORM

To be submitted on the headed notepaper of the legal entity concerned

<Date>

<Name and address of the contracting authority — see points 8 of the instructions to tenderers >

Your ref: < reference >

TENDERER’S DECLARATION

Dear Sir/Madam

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

• 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, leader, in a consortium or as an individual candidate);

• agree to abide by the ethics clauses in Section 13 of the instructions to tenderers, have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other tenderers or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this tender according to Section 2.5.4. of the practical guide;

• [have attached a current list of the enterprises in the same group or network as ourselves ] [are not part of a group or network ]\* and have only included data in the tender form concerning the resources and experience of [our legal entity] [our legal entity and the entities for which we attach a written undertaking]\*;

• will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;

• fully recognise and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 2.6.10.1.1. of the practical guide or if the declarations or information provided prove to be false they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the contract being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force;

• are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

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 an EU/EDF financed project 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 delay 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>

<Name and position of authorised representative>

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| TECHNICAL OFFER |

Table to be used in the case of **service** tenders (\* - Column 2 ''Services required'' to be copied from Part A of tender documentation):

| **1.**  **Item Number** | **2.**  **Services required** | **3.**  **Description / indication of services to be provided** | **4.**  **Indicated time frame** | **4.**  **Inputs to be provided** | **5.**  **Evaluation Committee’s notes** |
| --- | --- | --- | --- | --- | --- |
| **1** | Description of specific services required by the CA, including the expected time-frame of delivery.  Please indicate specific inputs to be provided (for example experts, experiences etc.), if applicable | To be completed by the tenderer. | To be completed by the tenderer | To be completed by the tenderer if applicable (for example experts, experiences etc.) | Evaluation committee remarks |
| **2** | Description of specific services required by the CA, including expected time frame of delivery.  Please indicate specifically eventual inputs to be provided (for example experts)  The general goal of this project proposal is development of more sustainable and resilient autochthonous olive cultivation with support of ICT technologies with the aim of creating competitive and contemporary traditional-based food value chain. To the achievement of this general goal (overall objective) will contribute the development of the three specific objectives aimed towards (1) improving research and knowledge in smart and sustainable olive farming; (2) supporting olive growers towards more sustainable and resilient autochthonous olive cultivation and processing and (3) supporting creation of the first Montenegrin renewable Agri-Food product in sustainable food supply chain. This activity is targeting the third specific goal  **Output is Value chain analysis based on proposed methodology** |  |  |  |  |
| **3** | Collecting the data – desk research, interviews with stakeholders to collect all inputs for value chain analysis  Outputs are  **One Comprehensive desk research report covering all aspects outlined in the scope of work and**  **One Individual report summarizing findings from the questionnaires administered to olive cultivars, olive-based product producers, and potential clients.** |  |  |  |  |
| **4** | Under knowledge sharing parts of the project consultant will be involved in Supporting the and providing inputs for workshops under Activity 3.2. Organization of 4 workshops on: (1) innovative product development - expanding olive products national offer, (2) business model creation (3) branding of autochthonous olive products and (4) sustainable, resilient and renewable autochthonous olive cultivation  **Output is short situation analysis with actionable recommendations for enhancing the olive value chain in Montenegro - To be used at the workshops 3 and 4** |  |  |  |  |
|  | Under knowledge sharing activity A3.3. Publishing the research practical solutions for more sustainable autochthonous olive cultivation and creation of renewable olives Contractor will write parts of the research based on Data Collection report and Situation analysis as well as parts of at least 1 journal paper that will be presented. This activity will be prepared based on methodology provided in tender application  – **Output is Research Report and Journal paper** |  |  |  |  |
|  | Location:  At home and at project locations.  Start date & period of implementation of tasks:  The intended start date is 01/11/2023 and the period of implementation of the contract will be up to 6 months using inputs from A1.2. and A2.2. and providing Value chain analysis for olive growers and olive based product developers for development of A3.3. or until the termination of the tasks. The total duration of the Contract will be 75 days over a period of 6 months with an estimated start date of 01/11/2023. |  |  |  |  |