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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)**

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| --- | --- | --- |
|  | **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

|  |  |
| --- | --- |
| **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: < CFCU/MNE/140 – Procurement 8 >

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 |

| **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** | For activity A1.2. there is need to contract expert researcher in Tourism (marketing, sales, gamification) that will support young researchers with research methodology and in learning activities (interviews, focus groups, hypothesis and outputs) and in usage of ICT in Tourism industry  The final output of this activity is **Gamification in tourism research paper** and **data for Scientific publications as specified in project**. Contracted expert will be providing inputs that will be used for:  ***A1.2. Developing smart tourism product innovation –*** research will specify gamification in tourism that will be implemented in project, which game and where it will be implemented  ***A2.1. – Creating dialogue between local stakeholders at seminar where they will acquire international knowledge in the field of usage of IT to support tourism business and in the gamification concept for promoting tourism destination –*** drafting ToR for the expert that will be engaged  ***A2.3 - Promotion and awareness activities to local community –*** supporting data for blogs and other activities specified in C&V plan  ***A3.2 – Building database of members – local business service providers that will be using the system*** – supporting the identification of potential user group  ***A3.4.–* *Development of business model for spin off service- training of project staff for using system and development of spin off service of future business innovation centre (BSC Bar)* -**Providing all inputs for spin off services that will come as result of gamification | 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** | Preparing and development of final research plan containing: problem formulation, formulating goals and purpose of research, reserch description, preliminary methodology, testing and final development. This will be description in introduction of research paper. |  |  |  |  |
| **3** | Desk research report from collected: studies and selection of publications, books, articles, press, theses, databases for statistic bout information and other web sources. Developed in collaboration with young resrearcher in social sciencies |  |  |  |  |
| **4** | Developing Research questionaire that will be implemented on 150 stakeholders |  |  |  |  |
| **5** | Developing Focus group instructions, question and methodology – Preparing questionaire for focus gropu implementation (to be delivered to decision makers at selected destination) and drafting output formulation for young researcher |  |  |  |  |
| **6** | Coaching and monitoring of work of young researchers in implementation of research activities. Confirming milestones in form of 150 questionnaires conducted and 60 stakeholders researched. |  |  |  |  |
| **7** | Writing Gamification in tourism research report – outline, sections, methodology, conclusions and recommandations |  |  |  |  |
| **8** | Duration of engagement:  Researcher will work 6 months full time starting from 29.06.2020. |  |  |  |  |