

FORMS

This section includes the forms destined, on the one hand to facilitate the elaboration and presentation of the tender, and on the other hand to allow the evaluation commission the rapid and correct examination and evaluation of all the tenders submitted.

Each candidate/bidder participating, individually or as an associate, at the tender procedure, has the obligation of presenting the forms stipulated in this section, completed accordingly and signed by the authorised persons.

Form no. 1 – **Letter of submission**

Form no. 2 - **Statement concerning the personal situation of the bidder**

Form no. 3 – **Statement regarding the inconsistency in a situation of conflict of interest**

Form no. 4 – **Products offer form**

Form no. 5 – **Products prices summary**

Form no. 6 – **Product delivery schedule**

Form no.7 – **General information**

Form no. 8 – **Model of Supply contract**

BIDDER

(last name, first name, address/ name,
headquarters, tel., fax)

Registered at the headquarters of the purchaser
no. _____ date _____ time _____

LETTER OF SUBMISSION

To _____
(name of the contracting authority and complete address)

As a result of your invitation no. _____ from _____, regarding the initiation of the
procedure _____ (name of the procedure) for awarding the contract
_____ (name of the procurement contract),

_____ (name of the bidder) submit to you the following
documents:

1. Document _____ (type, series/number, issuer) regarding the guarantee for
participation, in the amount and form established by you by means of the purchase data sheet (if it was
requested);

2. The sealed and clearly marked package, containing the original and a number of _____ copies:

- a) The bid;
- b) The documents accompanying the bid.

We hope that our offer is suitable and meets your requirements.

Completion date _____

Sincerely,
Bidder,
.....
(authorized signature)

BIDDER

(last name, first name, address/ name,
headquarters, tel., fax)

S T A T E M E N T

The undersigned, (last name and first name of the person)/..... authorized representative of (name of the economic entity) as a bidder/associate bidder, I certify under the penalty of exclusion from the proceedings and under sanctions imposed to the offense of false public documents, that, over the past 5 years I have not been convicted by final decision of a court for taking part in activities of criminal organizations, corruption, for fraud and/or money laundering.

The undersigned declare that the information provided is complete and correct in every detail and understand that the Contracting Authority has the right to ask for verification and confirmation of statements any evidence we have.

The undersigned, (last name and first name of the person)/..... authorized representative of (name of the economic entity), as a bidder/associate bidder, to the procedure of (the procedure to be specified) for the awarding of public procurement contract on (name of the services), CPV code, on date of (day/month/year), organized by (name of the Contracting Authority), declares on own responsibility that:

- a) I am not in bankruptcy as consequence of the decision made by the bankruptcy judge;
- b) I fulfilled my obligations consisting in effected payments for taxes and contributions to the social security to the constitutive budgets of the consolidated general budget, in accordance with the legal provisions in force in Romania or in the country where I am established until the requested date;
- c) Over the last 2 years I have fully fulfilled all my contractual obligations and I have not committed any severe prejudices to the beneficiaries;
- d) Within the last 3 years, I was not convicted by final decision of a court of justice for an act that infringed the professional ethics or for having committed an error in the professional field.
- e) I have not presented false information with the purpose of proving the fulfillment of the qualification and selection criteria.

The undersigned certify that the information provided is complete and correct in every detail and understand that the Contracting Authority has the right to ask for verifying and confirming the declarations any demonstrative documents we have.

I understand that if the statement is not consistent with reality, I am liable for violation of criminal law on false statements.

Completion date

Bidder,
.....
(authorized signature)

Form no. 3 - **Statement regarding the inconsistency in a situation of conflict of interest**

BIDDER

(last name, first name, address/ name,
headquarters, tel., fax)

S T A T E M E N T

The undersigned _____, authorized representative of _____ (name and headquarters of the bidder), bidder/associate bidder to the procedure of _____ (the procedure to be specified) for the awarding of public procurement contract on _____ (name of the services), CPV code _____, on date of _____ (day/month/year), organized by _____ (name of the Contracting Authority) declares on own responsibility, under the penalty of exclusion from the proceedings and under sanctions imposed to the offense of false public documents, that I am not in a situation of conflict of interest, respectively I do not have as members in the administration board/governing or supervising unit and/or shareholders or associates, people that are husband/wife, relative nor subject of any affinity up to the fourth degree, or that are in commercial relations, as they are defined by the art. 69¹ in the Government Emergency Ordinance no. 34/2006 on allocation of public acquisition contracts, public work lease contracts and service lease contracts, with its further amendments and supplement, article 14 in the Government Emergency Ordinance no. 66/2011 and Law no. 161/2003, with its further amendments and supplement, with individuals that hold leading positions within the contracting authority.

Also, if during the awarding procedure, any situation of conflict of interest should occur, I undertake to immediately notify, in writing, the contracting authority.

Completion date:

Bidder,

(authorized signature)

BIDDER

 (last name, first name, address/ name,
 headquarters, tel., fax)

OFFER FORM

To
 (name of the contracting authority and complete address)

1. Looking at the award documentation, the undersigned, representatives of the bidder (the denomination/name of the bidder) offer, in accordance with the provisions and requirements of the above mentioned documentation, to provide/rent with the option of purchase/rent without the option of purchase/ provide in leasing system with the option of purchase/provide in leasing system without the option of purchase (*the options that do not apply are to be eliminated*) (name of the products) for the amount of payable after the reception of the products, (amount in letters and figures, as well as the currency of the tender) in monthly/quarterly installments (*the options that do not apply are to be eliminated*), plus VAT of (amount in letters and figures, as well as the currency).

2. We undertake the obligation that, given the case our offer is determined to be the winning one, we will provide the products according to the schedule attached.

3. We undertake the obligation to keep this offer valid for days, (state the duration in letters and figures) respectively until the date of (day/month/year) timeframe in which it will remain binding for us, and can be accepted anytime before the expiry of validity.

4. We have understood and consented that, given the case our offer is determined to be the winning one, we will form the performance bond in accordance with the provisions of the award documentation.

5. Furthermore we mention that: (tick the appropriate option)

☐ we submit an alternative offer, whose details are presented in a separate tender form, clearly marked „alternative” / „another offer”.

☐ we do not submit an alternative offer.

6. Pending the conclusion and signing of the public procurement contract, this offer, along with the communication from you, that determined our offer as winning, will constitute a binding contract between us.

7. We understand that you do not have the obligation to accept the offer with the lowest price or any offer received.

Date ____/____/____

.....,
 (last name, first name and signature),

as duly authorized to sign the offer and on behalf of
 (denomination/name of the economic entity)

BIDDER

*(last name, first name, address/ name,
 headquarters, tel., fax)*

PRICE SUMMARY
for products

Annex to the offer form

No.	Denomination of the product	Quantity	Price per unit		Total price		VAT	
			Lei	EUR/ USD *	Lei (col 2xcol 3)	EUR/USD (col 2xcol 3) *	Lei	EUR/USD*
0	1	2	3	4	5	6	7	8
1								
2								
....								
	TOTAL							

*for foreign tenderers

.....
(authorized signature)

L.S.

BIDDER

(last name, first name, address/ name,
headquarters, tel., fax)

DELIVERY SCHEDULE

No.	Denomination of the product	Quantity	Delivery date/Period of time expressed in days, necessary for each delivery
1			
2			
.			
.			

Bidder,

.....
(authorized signature)

Bidder

.....
(denomination/name)

GENERAL INFORMATION

1. Denomination/name:
2. Fiscal code:
3. Headquarters address:
4. Phone:

Fax:

E-mail:

5. Registration certificate
(number, date and place of registration)

6. Object of activity, divided into areas: _____

(in accordance with the provisions of its statute)

6.1. NACE activities for which there is authorization.....(depending on the situation, the requested documents will be: the confirmation of company details according to which the economic entity fulfills the working conditions specific to the NACE activity corresponding to the object of the public procurement contract)

Branch offices/local branches where appropriate:

1. _____
(complete addresses, phone/fax, registration certificates)
2. _____
3. _____
4. _____

8. Main business market:

Bidder,

.....
(authorized signature)