**Proposal Submission Form**

My financial proposal for my services is as follows:

|  |  |  |
| --- | --- | --- |
|  | **USD** | **Amount** |
| Global price (fees and expenses) |  |  |
| VAT or other tax on services in [Insert country] is [insert value] % |  |  |
| **Total price incl. taxes** |  |  |

|  |  |
| --- | --- |
| **Candidate or Company information** | |
| Company (legal name) |  |
| Street name and no. |  |
| City |  |
| Postal code |  |
| Country |  |
|  |  |
| Phone no. |  |
| Email |  |
| Website |  |
|  |  |
| Director (name) |  |

|  |  |
| --- | --- |
| **GENERAL COMPANY INFORMATION** | |
| Does your company have CSR related policies in place – e.g. Health, Safety, HR, Energy or Climate policy or is a member of Global Compact? Please state which policies. |  |
| Is your company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which. |  |
| Does your company have a Code of Conduct? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCES** | | | | |
| **Name and country of customer** | **Type of contract** | **Value** | **Contact name** | **Phone/fax and email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate’s assignments and periods of engagement. Additional documents can be attached to the above form.

**Validity**

The proposal is valid for a period of [***number***] days after the closing date in accordance with the Article A.7

After having read your Request for Proposal No. [***number***] for [***contract title***] dated [***date***], and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

* Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts and the draft Service Contract including all annexes.
* Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex [X].
* Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service Contracts in Annex [X].
* Certify and attest compliance with the Help Code of Conduct for Contractors in Annex [X]

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Date, signature and stamp:

Signed by:

|  |  |
| --- | --- |
| The Candidate: |  |
| Company Name: |  |
| Address |  |
| Telephone No. |  |
| Email: |  |
| Name of Contact Person |  |