



**NORWEGIAN CHURCH AID**  
**actalliance**

## Request for Proposal for a Framework Agreement

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<b>Date of issue:</b>	3 <sup>rd</sup> March 2025
<b>RFP no.:</b>	3789
<b>Contract title:</b>	Provision of Internet Services to Norwegian Church Aid South Sudan Programme the Republic of South Sudan
<b>Closing date:</b>	27 <sup>th</sup> March 2025
<b>Contracting Authority:</b>	Norwegian Church Aid South Sudan Programme, Juba Country Office.  Contact person: Taban Charles  Email: <a href="mailto:Taban.Charles@nca.no">Taban.Charles@nca.no</a>
Please note that the Proposals may be delivered to the Contracting Authority at the above address in a sealed envelope clearly marked with the above RFP Number and the name of the submitting company.	

### **NORWEGIAN CHURCH AID SOUTH SUDAN PROGRAMME INVITES YOU TO SUBMIT A PROPOSAL FOR PROVISION OF INTERNET SERVICES UNDER A FRAMEWORK AGREEMENT**

Dear Sir/Madam,

The Service is required for provision of internet services to Norwegian Church Aid South Sudan Programme an intervention supported by Multiple donors

Please find enclosed the following documents which constitute the Request for Proposal:

**A – Instructions**

**B –Draft Contract**

**Annex 1: Terms of Reference**

**Annex 2: Organisation and Methodology Form** (to be completed by the Candidate))

**Annex 3: Proposal Submission Form** (to be completed by the Candidate)

**Annex 4: General Terms and Conditions for Service Contracts**

**Annex 5: Code of Conduct for Contractors**

If this document is a PDF format, upon request, a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations to the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.



## A. INSTRUCTIONS

In submitting a proposal, the Candidate accepts in full and without restriction the special and general conditions including annexes governing this Agreement as the sole basis of this procedure, whatever his own conditions of services may be, which the Candidate hereby waives. The Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for Proposal.

### A.1. Scope of services

The purpose of this Request for Proposal is to establish a Framework Agreement between the Service Provider (Contractor) and the Contracting Authority. Specific requirements for services covered by this Agreement will be established through separate Purchase Orders between the Service Provider and the Contracting Authority when necessary and as required. The services required are as depicted below:

Item	Description	Unit	Quantity	Required delivery date
Lot. 1.0	Provision of Internet Services to NCA four (04) field locations: The four locations have V-Sat of 2.4 Disc already installed. <ul style="list-style-type: none"> <li>• Torit,</li> <li>• Kuajok,</li> <li>• Malakal.</li> <li>• Wau</li> </ul>			1 <sup>st</sup> July 2025
1.1	Provision of the shared Internet Services in four (04) NCA field locations with speed Bandwidth of 30mbps download and 20mbps upload and shared group bandwidth with ratio of 1.1 on V-sat, we already have C-Band Disc of 2.4 Installed.	Month	1	
1.2	One-time initial installation and configuration cost including transport for the technician to the five-field locations	Office	1	
1.3	Annual maintenance cost	Office	1	
Lot: 2.0	Provision of Internet for NCA Juba Office on optic fibre with free back up			1 <sup>st</sup> April 2025
2.1	Provision of Internet services for NCA Juba Office on fibre internet 30Mbps download and 30Mbps upload with free backup link 20download and 10Mbps upload on a V-sat.	Month	1	
2.2	Annual maintenance cost for Juba Office	Office	1	

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services may be considered depending on the lots..



#### **A.2. Cost of proposal**

The Candidate shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

The Contractor acknowledges that:

- (a) The Contracting Authority is not obligated to place any minimum number of purchase orders with the Contractor, pursuant to this Agreement
- (b) The Contracting Authority shall not be liable for any cost in the event that no purchase order is placed under this Agreement; and
- (c) This Agreement is non-exclusive, and the Contracting Authority is entitled to procure the same or similar supplies from other Contractors, as it sees fit.

#### **A.3. Eligibility and qualification requirements**

Candidates are not eligible to participate in this procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Candidates shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

Candidates are also requested to certify that they comply with the Code of Conduct for Contractors.

#### **A.4. Exclusion from award of contracts**

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information

#### **A.5. Documents comprising the Request for Proposal**

The Candidate shall complete and submit the following documents with the proposal:

- a. Proposal Submission Form (Annex 3) duly completed and signed by the Candidate
- b. Organisation and Methodology using the structure in Annex 2
- c. CV. highlighting the Candidate's experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed.
- d. Copies of any registration certificates as required by national legislation or competent authorities including company registration certificates, tax registration, VAT registration and membership certificates of any relevant professional bodies.

The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

#### **A.6. Financial proposal**

The Financial Proposal shall be presented as an amount in **USD** in the Proposal Submission Form in Annex 3. The remuneration of the Candidate under the Contract shall be determined as follows:



**Global price:** The Candidate shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Candidate shall be deemed to have satisfied themselves as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, insurance, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

**VAT and/or any sales tax applicable to the purchase of services shall be indicated separately in the proposal.**

**IMPORTANT NOTE:** In cases where the Candidate is not registered for VAT or other applicable sales tax in the country where the services are to be rendered, VAT or other applicable sales tax should not be included in the proposal and will not be paid by the Contracting Authority.

#### **A.7. Candidate's proposed personnel**

In the Organisation and Methodology Form, Annex 2, the Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the Services. The key experts are those whose involvement is considered instrumental in the achievement of the contract objectives. The CV of each key expert shall be provided highlighting his/her experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed. The Candidate whose proposal is accepted shall provide, if so requested by the Contracting Authority, copies of diplomas and employers' certificates or references proving the key experts' education, professional experience and language proficiency.

In the Proposal Submission Form, Annex 3, the Candidate shall provide detailed information about key experts' actual availability for the performance of the Service.

#### **A.8. Validity**

Proposals shall remain valid and open for acceptance for 90 days after the closing date.

#### **A.9. Submission of proposals and closing date**

Proposals must be received at the address mentioned on the front page in a sealed envelope not later than the closing date and time specified on the table below: Any quotations received after that will not be considered.

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing, and a new timetable will be provided.

#### **A.10. Plan timetable:**

	<b>Date</b>	<b>Time</b>
Deadline for request for any clarifications from the Contracting Authority	14 <sup>th</sup> March 2025	4:00PM
Last date on which clarifications are issued by the Contracting Authority	21 <sup>st</sup> March 2025	4:00pm
Deadline for submission of tenders (closing date)	27 <sup>th</sup> March 2025	12:00pm
Tender opening session	27 <sup>th</sup> March 2025	2:00 pm
Contract award	1 <sup>st</sup> April 2025	4:00pm



Contract start	Lot 1: 1 <sup>st</sup> April 2025 and lot 2: 1 <sup>st</sup> July 2025	8:00 am
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All times are in the time zone of South Sudan Local time.

#### **Clarification of tender documents and additional information**

Tenderers may submit questions in writing at the latest on the date specified in the timetable in article A.10, specifying the tender no., and the contract title. Information regarding interpretation of this invitation to tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for verbal clarification.

Any clarification of the Tender Dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time.

#### **Tender opening**

Tenderers are invited to attend the tender opening. Tenderers are requested to advise the contact person, at least one day in advance of the tender opening if they will attend.

Tender opening will take place at NCA Office in Buluk at the time and date specified in article A.10. Tenderers representatives who are present shall sign a register indicating their attendance.

At the tender opening, only the Tenderers names, the total amount of the tenders and any discount offered will be read aloud and recorded.

#### **A.11. Evaluation of Proposal**

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the Proposals, a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights of 75% for the Technical Proposal; and 25% for the offered price. Each proposal's overall score shall therefore be  $St \times 75\% + Sf \times 25\%$

#### **Technical evaluation**

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

<b>Technical evaluation</b>		<b>Maximum Points</b>
1	Duration taken to install or Pointing to your satellite on 2.4 v-sat. and the optic fibre, and whether your company is an authorized dealer for optic fibre in South Sudan.	10
2	Has the company provided the detailed schedule for the system being installed	10



3	Company's ability to fit in the current need for NCA South Sudan Programme of having optic fibre with a backup for Juba Office and V-sat for the field offices.	10
4	Describe briefly how your backup system works in case the internet went off or the optic fibre went off, and state how long it will take your company to have the back up in place.	10
<b>Sub-total Candidate and/or Organization</b>		<b>40</b>
1	WHERE IS YOUR SUPPORT TEAM BASED? Can your technician be able to reach the site within the shortest time possible at least one hour to rectify any fault.	20
2	Reference details for NGOs or UN agencies that you are providing them with in internet services, List their addressed in sufficient detail and back up with some recommendations	20
3	Presence of the company in South Sudan and having offices or technician in the stated field locations outside Juba.	10
4	Have the Terms of Reference been addressed in sufficient details?	10
<b>Sub-total Methodology</b>		<b>60</b>
<b>Total Technical Score</b>		<b>100</b>

### Interviews

The Contracting Authority reserves the right to call to interview the Candidates having submitted proposals determined to be substantially responsive.

### Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$ , in which

Sf is the financial score

Fm is the lowest price and

F is the price of the proposal under evaluation

### Negotiations

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.



#### **A.12. Award criteria**

The Contracting Authority will award the Contract to one or two candidates accordingly to the lots whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall ranked scores.

#### **A.13. Commencement Date**

The Agreement shall commence tentatively on 1<sup>st</sup> of April for and 1<sup>st</sup> July 2025 for Lot 2 and Lot 2 respectively.

#### **A.14. Terms and Termination)**

The Agreement is valid for a period of 12 months and commences on the commencement date and expires at midnight on the expiry date, unless earlier termination in accordance with the General Terms and Conditions of this contract.

The Contracting Authority shall be entitled to renegotiate the contract for a further period of 12 or 24 months on similar terms and conditions, by giving the Contractor written notice of its intention to renegotiate the agreement not less than 30 days prior to the expiry date. This will be determined by the performance of the service provider and availability of funds.

In the event of a breach of the Agreement, the Contracting Authority may terminate the agreement as per General Terms and Conditions.

#### **A.15. Confirmation of Purchase Order**

The Agreement shall be implemented through requests for services detailed in Purchase Orders, which will be placed by the Contracting Authority according to the terms and conditions in the agreement.

The Contractor shall acknowledge receipt of a request for services by signing and returning the request for services within 5 working days of its receipt.

#### **A.16. Signature and entry into force of the Contract**

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

Within 5 days of receipt of the Agreement, not yet signed by the Contracting Authority, the successful Candidate must sign and date the Agreement and return it to the Contracting Authority. On signing the Agreement, the successful Candidate will become the Contractor, and the Agreement will enter into force once signed by the Contracting Authority.

If the successful Candidate fails to sign and return the Agreement within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on the Contracting Authority.

#### **A.17. Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the procedure at any stage.



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**A.18. Data Protection and Privacy**

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued because of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes, in accordance with applicable EU, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidder's consent to such data collection and its processing

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.





## ANNEX 1:

### TERMS OF REFERENCE

**Internet Service Provision at Norwegian Church Aid four (04) Field Offices of Torit, Wau, Kuajok and Malakal and Juba office for Fiber optic and the backup link.**

1. **Objectives:** These Terms of Reference (ToRs) aim to provide a framework for full TCP/IP Internet Service Provision for the Norwegian Church Aid Country and Field offices.  
The internet service charge should be based on a fixed monthly fee.
2. **Capacity requirement:** symmetric 30 Mbps download and 20Mbps upload bandwidth for the four Field offices which a Group bandwidth share between the offices in the ratio of 1:1 which are Torit, Kuajok, Wau , Malakal, . Connection should be on V-sat type, wireless solutions may be considered. The service is expected to be highly stable and reliable 24/7.
3. The successful provider must have 24/7/65 coverage for technical assistance and/or helpdesk facilities.
4. **Background:** Norwegian Church Aid Juba office is located in Buluk near UNDP off Kokora road. Field offices are in Torit, Kuajok, Wau, Malakal and these are connected through an inter-office LAN and Data Connectivity System on V-SAT.
5. **Technical Requirements**
  - **Speed requirement:** Symmetric 30 Mbps download and 20Mbpsupload. Group Bandwidth of 30 Mbps download and 20 Mbps upload on V-SAT link in all the field offices.
  - In case of shared channel, the minimal guaranteed bandwidth should be clearly stated in the proposal
  - Connection should be of cable type, preferably for Juba Office is fiber-optic; wireless solutions may be considered.
  - No limitations on traffic/ports; bandwidth capacity should be ensured through direct IP connection
  - Subnet of at least 14 static publicly routable IP addresses is required
  - Service reliability must be ensured. Overall uptime should not be less than 99%.



- **Data confidentiality guarantee:** Provider may not scan traffic (if this should be required for trouble-shooting problems in the network, prior Norwegian Church Aid approval must be obtained)
- All necessary hardware, cabling and software (if required for Internet service provision) should be provided and set up by the provider
- Latency from the Norwegian Church Aid South Sudan and Norwegian Church Aid Oslo area, Norway, shall be no more than 275 ms
- Support Managed VPN Services
- Policy on over-subscription (sharing ratio 1:1 to guarantee bandwidth)
- ISP must be able to manage the Customer Premises Equipment (CPE) to be installed in the Norwegian Church Aid Offices
- Free and unlimited technical support 24/7.
- Traffic management, network monitoring and access to raw log files
- Excellent Quality of Service, including Customer service

#### 6. **Additional Notes**

- The successful service provider must have 24/7/365 coverage for technical assistance and/or helpdesk facilities. Under normal circumstances, all problems should be resolved within maximum 24 hours after the notification from Norwegian Church Aid is received
- The service provider is also responsible for contacting designated Norwegian Church Aid network specialist(s) for both scheduled and un-scheduled downtime
- Interested service providers are required to describe what alternate routing or fallback arrangements for continuity of service they have in place (if any), should their primary link(s) to the Internet backbone become non-operational
- The service provider should indicate what contracting arrangement(s) they have with the primary Internet provider(s) they work with
- The selected service provider must provide weekly reports on network performance, utilization and usage analysis
- Norwegian Church Aid will require to visit the selected service provider 's Network Operations Centre prior to signing of a contract
- The successful service provider must have a physical presence, including availability of technical support, in South Sudan

7. **Implementation Timeline:** All installation works should be accomplished and connection launched within 15 days before commencement date.

#### 8. **Contractual and payment stipulations:**

- Internet service invoice should be based on fixed quarterly fee payment plan with no additional cost
- **Contract duration:** One (1) year with possibility of renewal based on performance.



- **Contract termination:** Thirty (30) days' written notice from any of the contracting parties, without penalties on either of them

**9. Qualification Requirements:**

- a. 5 years relevant experience in provision of internet services in nature, scale and complexity commensurate with the present terms of reference, with already provided services possessing features required by these terms of reference  
The company must have at least three similar contracts (similar by scope, nature and amount), preferably with international Non-Governmental Organizations (INGOs)  
Evidence of these contracts and references from current clients are required
- b. Qualified and experienced experts in system administration, working under the general supervision and guidance of the department and/or company manager and under the overall oversight of the focal ICT person in Norwegian Church Aid  
The proposed team should have solid experience in the provision of internet services in nature, scale and complexity commensurate with this requirement
- c. 24 hours a day, seven days a week and coverage for technical assistance and/or helpdesk services
- d. Any problem should be resolved within a maximum of 2 hours after the notification
- e. The bidder must have a Network Monitoring System (NMS) supported by qualified and experienced Engineers/Technical support team

**NCA JUBA OFFICE ON FIBER OPTIC AND BACKUP LINK ON V-SAT :**

- 1- **Objectives:** These Terms of Reference (ToRs) aim to provide a framework for full TCP/IP Internet Service Provision for the Norwegian Church Aid Country Juba Head office with Fiber optic connection, The internet service charge should be based on a fixed monthly fee.



- 2- **—Capacity requirement: symmetric 30 Mbps download and 30 Mbps upload bandwidth for the Juba office with a ratio of 1:1. The connection should be Fiber Optic;** wireless solutions may be considered. The service is expected to be highly stable and reliable 24/7.
- 3- The successful provider must have 24/7/x365 coverage for technical assistance and/or helpdesk facilities.
- 4- Norwegian Church Aid requires internet backup as a backbone of the internet in case the fiber optic is downtime, and the backup necessary should be 20Mbps download and 10Mbps upload over the V-sat link.

## **ANNEX 2: ORGANISATION AND METHODOLOGY**

**To be filled in by the candidates, in compliance with the following instructions:**

### **Rationale**

- Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the Agreement. Detailed list of inputs, activities and outputs. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final Agreement.
- An opinion on the key issues related to the achievement of the Agreement objectives and expected results
- An explanation of the risks and assumptions affecting the execution of the Agreement.

### **Strategy**

- An outline of the approach proposed for Agreement implementation.
- A list of the proposed activities considered to be necessary to achieve the Agreement objectives.
- The related inputs and outputs.

### **Timetable of activities**

- The timing, sequence and duration of the proposed activities taking into account mobilisation time.
- The identification and timing of major milestones in execution of the Agreement, including an indication of how the achievement of these would be reflected in any reports particularly those stipulated in the Terms of Reference.
- Include a programme.
- The Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the services. The key experts are those whose involvement is considered instrumental in the achievement of the Agreement objectives. The CV of each key expert shall be included highlighting his/her experience in the specific field of the services and his/her specific experience in the country/region where the services are to be performed. In addition, the Candidate shall include information on current participation of key experts in other contracts and or commitments to participate in future contracts, including detailed description of their tasks and period of engagement.



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## ANNEX 3: PROPOSAL SUBMISSION FORM

My financial proposal for my services is as follows:

**IMPORTANT NOTE: VAT OR ANY OTHER SALES TAX SHOULD ONLY BE INCLUDED IF THE CANDIDATE IS REGISTERED FOR TAX PURPOSES IN THE COUNTRY IN WHICH THE SERVICES ARE TO BE RENDERED**

### 1: Global price

S. No.		Quantity	Unit	Unit Price USD	Total Amount USD
1.0	Provision of Internet Services to NCA four (04) field locations: The five field locations have V-Sat of 2.4 Disc already installed. <ul style="list-style-type: none"> <li>• Torit,</li> <li>• Kuajok,</li> <li>• Malakal.</li> <li>• Wau</li> <li>•</li> </ul>				
1.1	Provision of the shared Internet Services in four (04) NCA field locations with speed Bandwidth of 30mbps download and 20mbps upload and shared group bandwidth with ratio of 1.1 on V-sat. we already have C-Band Disc of 2.4 Installed in those four locations.	1	Month		
1.2	One-time initial installation and configuration cost including transport for the technician to the five-field locations; Torit, Kapoeta, Kuajok, Wau and Malakal	1	Lump sum		
1.3	Annual Maintenance cost	1	Office		
Lot 2.0	Provision of Internet services for NCA Juba Office on optic fibre with free back up				
2.1	Provision of Internet services for NCA Juba Office on fibre internet 30Mbps download and 30Mbps upload with free backup link 20download and 10Mbps upload on a V-sat.	1	Month		
2.3	Annual maintenance cost for Juba Office	1	Lump sum		

### VAT Obligation Statement

Clearly state whether you are legally obligated to charge VAT for goods and/or services.

Tick appropriate box

<b>YES – I AM</b> legally obligated to charge VAT	<b>NO – I am NOT</b> legally obligated to charge VAT
State country of tax liability, if any	
State applicable VAT rate	

CANDIDATE OR COMPANY INFORMATION	
Candidate or Company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Director (name)	

GENERAL COMPANY INFORMATION)	
Year of establishment	
Number of full time employees	
Licensing authority	
Licence number (VAT no./TAX id)	
Countries with registered office:	
Registration Certificate – please attach	
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.

The proposal is valid for a period of 3789 days after the closing date in accordance with the article A.9. Validity.

After having read your Request for Proposal no. <number> for <agreement 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 –
- Provided that an Agreement is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1 .
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors.

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

Any subsequent Purchase Order related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Service Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

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Signed by:

**The Candidate**

Name of the company

Address

Telephone no.

Email

Name of contact person



