# ***TENDER FORM FOR A SUPPLY CONTRACT***

**LOC/INT/AFG/01/2025**

***Supply of Cleaning Materials and Stationery***

One signedform must be supplied (for each lot, if the tender procedure is divided into lots) together with a signed declaration from each legal entity making the application. Any additional documentation (brochure, letter, etc.) sent with the form will not be taken into consideration.Applications being submitted by a consortium (i.e. either a permanent, legally established grouping or a grouping which has been constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members. The attachments to this submission form may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Authority upon request.

**1 SUBMITTED BY**

|  | **Name(s) of tenderer(s)** | **Nationality** |
| --- | --- | --- |
| **Leader[[1]](#footnote-0)** |  |  |
| **Member** |  |  |
| **Etc …** |  |  |

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

| **Name** |  |
| --- | --- |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY[[2]](#footnote-1)**

Please complete the following table of financial data[[3]](#footnote-2) based on your annual accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide your latest estimates in the columns marked with \*\*. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, an explanation of the change must be provided as a footnote to the table). Any clarification or explanation which is judged necessary may also be provided.

| **Financial data** | **2 years before last year[[4]](#footnote-3) AFN** | **Year before last year AFN** | **Last year AFN** | **Average[[5]](#footnote-4)  AFN** | **[Past year**  **AFN\*\*** | **[Current year AFN\*\*** |
| --- | --- | --- | --- | --- | --- | --- |
| Annual turnover[[6]](#footnote-5) , excluding this contract |  |  |  |  |  |  |
| Current Assets[[7]](#footnote-6) |  |  |  |  |  |  |
| Current Liabilities[[8]](#footnote-7) |  |  |  |  |  |  |

**4 STAFF RESOURCES**

Please provide the following personnel statistics for the current year and the two previous years.[[9]](#footnote-8)

| **Annual manpower** | **Year before past year** | | **Past year** | | **Current year** | | **Period average** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Overall** | **Relevant fields[[10]](#footnote-9)** | **Overall** | **Relevant fields 11** | **Overall** | **Relevant fields11** | **Overall** | **Relevant fields11** |
| Permanent staff [[11]](#footnote-10) |  |  |  |  |  |  |  |  |
| Other staff [[12]](#footnote-11) |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |
| Permanent staff as a proportion of total staff (%) | % | % | % | % | % | % | % |  |

**5 FIELDS OF SPECIALISATION**

Please use the table below to indicate the **specialisms relevant to this contract** of each legal entity making this tender, by using the names of these specialisms as the row headings and the name of the legal entity as the column headings. Show the relevant specialism(s) of each legal entity by placing a tick (✔) in the box corresponding to those specialisms in which the legal entity has significant experience. [**Maximum 10 specialisms**]

|  | Leader | Member 2 | Member 3 | Etc … |
| --- | --- | --- | --- | --- |
| Relevant specialism 1 |  |  |  |  |
| Relevant specialism 2 |  |  |  |  |
| Etc …[[13]](#footnote-12) |  |  |  |  |

**6 EXPERIENCE**

Please complete a table using the format below to summarise the **major** **relevant supplies** carried out over the past 3 years by the legal entity or entities making this tender. The number of references to be provided must not exceed **15** for the entire tender

| **Ref no** (maximum 15) | **Project title** | |  | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of legal entity** | **Country** | **Overall supply value AFN** | **Proportion supplied by legal entity (%)** | **No of staff provided** | **Name of client** | **Origin of funding** | **Dates** | **Name of consortium members if any** |
| … | … | … | … | … | … | … | … | … |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Detailed description of supply** | | | | | | **Related services provided** | | |
| … | | | | | | … | | |
|  | | | | | |  | | |

**7 TENDERER’S DECLARATION(S)**

**As part of their tender, each legal entity identified under point 1 of this form, including every consortium member must submit a signed declaration using this format, together with the Declaration of honour on exclusion and selection criteria (Annex 1). The declaration may be in original or in copy. If copies are submitted the originals must be dispatched to the Contracting Authority upon request.**

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

**1** We have examined and accepted in full the content of the dossier for invitation to tender No **LOC/INT/AFG/01/2025.** We hereby accept its provisions in their entirety, without reservation or restriction.

**2** We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:

Lot 1: **<** Cleaning Materials **>**

Lot 2 :< Stationery>

**3** The price of our tender **excluding** spare parts and consumables, if applicable is:

Lot 1: insert price and currency ……………………………………….

Lot 2: insert price and currency ……………………………………….

**4** We will grant a discount of:

LOT 1[<…………..…>%], or [<………….………..>]

LOT 2[<…………..…>%], or [<………….………..>]

**5** This tender is valid for a period of 90 days from the final date for submission of tenders.

**6** If our tender is accepted, we undertake to provide a performance guarantee as required by Article 12 of the Special Conditions.

**7** Our firm/company has/have the following nationality:

**<**……………………………………………………………………**>**

**8** We are making this tender in our own right…………………………..We confirm that we are not tendering for the same contract in any other form.

**9** In the event that our tender is successful, we undertake, if required, to provide the proof usual under the law of the country in which we are effectively established that we do not fall into any of the exclusion situations. The date on the evidence or documents provided will be no earlier than 1 year before the date of submission of the tender and, in addition, we will provide a statement that our situation has not altered in the period which has elapsed since the evidence in question was drawn up.

We also undertake, if required, to provide evidence of financial and economic standing and technical and professional capacity according to the selection criteria for this call for tender.

We also understand that if we fail to provide the proof/evidence required, within 15 calendar days after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

**10** We agree to abide by the ethics clauses in section 21 of the instructions to tenderers and, in particular, have no conflict of interests or any equivalent relation which may distort competition with other tenderers or other parties in the tender procedure at the time of the submission of this application.

**11** We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts.

**12** We note that the Contracting Authority is not bound to proceed with this tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

**13** We fully recognise and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 3 of the instruction to tenderers 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 representing 2% to 10% of the total estimated value of the contract being awarded.

Yours faithfully

Name and first name: <…………………………………………………………………>

Duly authorised to sign this tender on behalf of:

**<**……………………………………………………………………………………**>**

Place and date: <…………………………………………………………….………….>

Stamp of the firm/company:

This tender includes the following annexes:

<Numbered list of annexes with titles>

1. Add/delete additional lines for members as appropriate. Note that a subcontractor is not considered to be a member for the purposes of this tender procedure. Subsequently, the data of the subcontractor must not appear in the data related to the economic, financial and professional capacity. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as ‘**leader**’ (and all other lines should be deleted). [↑](#footnote-ref-0)
2. Natural persons have to prove their capacity in accordance with the selection criteria and by the appropriate means. [↑](#footnote-ref-1)
3. If this application is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members - see point 7 of this tender form. Consolidated data are not requested for financial ratios. [↑](#footnote-ref-2)
4. Last year=last accounting year for which the entity's accounts have been closed. [↑](#footnote-ref-3)
5. Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row. [↑](#footnote-ref-4)
6. The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#footnote-ref-5)
7. A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash. [↑](#footnote-ref-6)
8. A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts. [↑](#footnote-ref-7)
9. If this tender is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this tender form. [↑](#footnote-ref-8)
10. Corresponding to the relevant specialisms identified in point 5 below. [↑](#footnote-ref-9)
11. Staff directlyemployed by the Tenderer on a permanent basis (i.e. under indefinite contracts). [↑](#footnote-ref-10)
12. Other staff not directlyemployed by the Tenderer on a permanent basis (i.e. under fixed-term contracts). [↑](#footnote-ref-11)
13. add/delete additional lines and/or rows as appropriate. If this tender is being submitted by an individual legal entity, the name of the legal entity should be entered as ‘Leader’ (and all other columns should be deleted). [↑](#footnote-ref-12)