

Schedule No. 7.  
Bid Submission Form

Name of Candidate:

Name of person authorized by the Candidate to conclude the contract:

Address of Candidate:

Phone/fax:

E-mail address:

Registration number of Candidate *[PLEASE INSERT as provided in legal status documents]*:

TIN. No. *[if applicable]*:

Bank account number: (including Bank’s name, SWIFT number and address)

We hereby declare that our company offers the delivery of the work, according to the terms and conditions of the technical specifications listed in the Contract Notice.

Price of work is

Price in words, including currency:

Delivery time of the subject of the contract:

Place of delivery of the subject of the contract:

Payment conditions: CP operates on a standard 30-day credit. Please confirm that you agree with these terms. Yes, No, comment

Payment can only be made by bank transfer. Please confirm: Yes, No, comment:

The Candidate confirms its obligation to maintain the validity of this bid until the final selection by the Tender Commission during the Tender.

**Technical Response:**

Candidates should note that some of the information requested below will be required under the minimum requirement and some of the information will be used for scoring purposes.

|  |  |
| --- | --- |
| **Items Details** | **Answer** |
| Have you submitted a USB flash drive containing the soft copies (in Excel and PDF formats) of all the documents included in the bid? |  |
| Are you able to provide a bank guarantee for 2.5% of the total bid amount, valid for two months? |  |
| Have you submitted the bid with all necessary technical information about the work details, ensuring nothing is missing? |  |
| Do you accept our terms of payment? Payment can only be made within one month after 100% of the delivery. |  |
| Do you accept all the terms stated in the Schedule No. 5 – Contract Notice? |  |
| Do you accept all the terms stated in the Appendix No. 1 – Financial Offer? |  |

**This bid has …………. pages.**

Note:

I confirm that my bid has a validity of 90 days. *[If your bid does not have this validity, please state what bid validity you offer]*.

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to CP according to the information provided here; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

Name and seal of the Company

Address

Representative Name:

Position with the Company:

Place, date:

Signature

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Caritas Poland.

| **Lp.** | **Checklist of Schedules, USB disk and Annexes to the Bid** | **No. of docs. and pages** |
| --- | --- | --- |
| 1 | Schedule No. 7 - Bid Submission Form, itself. |  |
| 2 | Schedule No. 5 - Contract Notice. |  |
| 3 | Schedule No. 8 - Tenderer’s Statement. |  |
| 4 | Schedule No. 24 - Work of a Similar Nature and Volume. |  |
| 5 | Schedule No. 27 – Financial Situation Form. |  |
| 6 | Schedule No. 28 - Current Contractual Commitments. |  |
| 7 | Appendix No. 1 – The Financial Offer. |  |
| 8 | Appendix No. 2 - List of Materials |  |
| 9 | Company CV or profile (Candidate CV). |  |
| 10 | Certificate of entry in the commercial register (the certificate of registration), issued not earlier than 3 months before the expiry date, within which the bid is to be made. |  |
| 11 | Valid tax card |  |
| 12 | Valid Zakat card |  |
| 13 | Valid social security card |  |
| 14 | Valid license to practice |  |
| 15 | Valid classification certificate |  |
| 16 | Power of attorney or any other document that grants the power to represent the Company and to assume financial obligations on behalf of the company. |  |
| 17 | A bank guarantee for 2.5% of the total bid amount, valid for two months |  |
| 18 | USB flash drive containing the soft copies (in Excel and PDF formats) |  |