Annex No 1: Application

[form of the Tenderer's company]

\_\_\_ \_\_\_\_\_\_\_ 2017

No\_\_\_\_\_\_\_\_\_\_\_\_

APPLICATION FOR PARTICIPATION IN THE OPEN COMPETITION  
“Marketing services for Rail Baltica project”, No RBR 2017/12

Tenderer [*name of the Tenderer or members of the partnership*], reg. No. [*registration No of the Tenderer or members of the partnership*], represented by [*name, last name and position of the representative of the Tenderer*], by submitting this application:

1. Confirms participation in the open competition “Marketing services for Rail Baltica project” No RBR 2017/12.
2. Proposes to deliver services in accordance with the Technical specification and this Proposal for the following prices (excluding VAT):

**(a) Hourly rates and examples of marketing materials:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item: | Account Manager (EUR, excluding VAT) | Art Director (EUR, excluding VAT) | Copywriter (English) (EUR, excluding VAT) | Artist/Designer (EUR, excluding VAT) | Total (EUR, excluding VAT) |
| Rate per hour |  |  |  |  | N/A |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item: | Account Manager (EUR, excluding VAT) | Art Director (EUR, excluding VAT) | Copywriter (English) (EUR, excluding VAT) | Artist/Designer (EUR, excluding VAT) | Total (EUR, excluding VAT) |
| Brochure – A4, 6 pages, all colours. Text (250 words) and visual material (cost) |  |  |  |  |  |
| Infographic – animated graphical drawing with text, in colors, A4 (cost) |  |  |  |  |  |
| Branded template for Facebook company account with text, in colors (cost) |  |  |  |  |  |
| Total: | | | | |  |

**(b) Web related costs:**

|  |  |
| --- | --- |
| Item | Cost |
| Hosting and maintenance cost (fixed monthly cost) |  |

|  |  |
| --- | --- |
| Item | Cost |
| Web site Wordpress platform visual and functionality development (price per hour based on estimate usage 8h a month):   * Web design * Web development   Total: |  |

1. (If applicable): Informs that the following persons comply with the following exclusion grounds:

|  |  |
| --- | --- |
| Name of the entity (person) | Exclusion ground and brief description of the violation |
| [●] |  |
| [●] |  |

1. Confirms that the Regulation is clear and understandable, that it does not have any objections and complaints and that in the case of granting the right to enter into a contract it shall fulfil all conditions of the Regulation as well as enter into a procurement contract in accordance with the draft contract enclosed with the Regulation.
2. Confirms the period of validity of its Proposal for 90 (ninety) days from the day of opening of the Proposal.
3. Guarantees that all information and documents provided are true.

**We meet the criteria of (*please mark*):**

🞏 a small 🞏 medium 🞏 other

sized enterprise[[1]](#footnote-2) as defined in the Article 2 of the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprise;[[2]](#footnote-3)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: [*date of signing*]  
Name: [*name of the representative of the Tenderer*]  
Position: [*position of the representative of the Tenderer*]

Annex No 3: Entities on whose capabilities the tenderer relies

|  |  |  |
| --- | --- | --- |
| No | Name | Description of the capabilities |
| 1 |  |  |
| 2 |  |  |
| n+1 |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: [*date of signing*]  
Name: [*name of the representative of the Tenderer*]  
Position: [*position of the representative of the Tenderer*]

Annex No 4: Subcontractors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Name of the sub-contractor | Sub-contracted tasks | | |
| **Description of the sub-contracted task** | **Amount, EUR (without VAT)** | **% from the proposed price** |
| **I** | **Total amount of the sub-contracted tasks is equal to or exceeds 10% from the proposed contract price** |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| n+1 |  |  |  |  |
|  |  |  |  |  |
| **Total:** | | |  |  |
| **II** | **Total amount of the sub-contracted tasks is smaller than 10% from the proposed contract price** |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| n+1 |  |  |  |  |
|  |  |  |  |  |
| **Total:** | | |  |  |
| **Total (I+II)** | | |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: [*date of signing*]  
Name: [*name of the representative of the Tenderer*]  
Position: [*position of the representative of the Tenderer*]

Annex No 5: Experience of Tenderer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Description of the services which characterize the required experience | Date of completion of the services | Contract price (thousand EUR\*, excl. VAT) | Contracting authority | Contact information for references |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| n+1 |  |  |  |  |  |
|  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: [*date of signing*]  
Name: [*name of the representative of the Tenderer*]  
Position: [*position of the representative of the Tenderer*]

\* If the value of the contract is in another currency than euro, for the purposes of this proposal it should be recalculated in euro in accordance with the currency exchange rate published by the European Central Bank on the date of signing of this document.

Annex No 6: Experience of key expert

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Expert’s role in team Name, Surname | | | |
| 1. | Education  (Educational institution) | | Period of studies  (month/year – month/year) | Obtained degree (-s) |
| 1.1. |  | |  |  |
| … |  | |  |  |
|  | Professional experience: | | | |
| 2. | Employer, Project, Contracting authority | Period of employment or participation in the project (month/year – month/year) | Description of the responsibilities according to contract | Description of project (implementation period, scope, value of the project\*, total eligible costs\*, funding source, etc.)  Contact information for references |
| 2.1. |  |  |  |  |
| 2.2. |  |  |  |  |
| n+1 |  |  |  |  |
|  |  |  |  |  |

I confirm that I have consented that my candidature is proposed in the open competition “Marketing services for Rail Baltica project”, No RBR 2017/12. I confirm that in case the Tenderer [*name of the tenderer or members of the partnership*] will conclude the contract as the result of the open competition, I will participate in the execution of the contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: [*date of signing*]  
Name: [*name of the expert*]

1. The information on the size of the Candidate is used solely for statistical purposes and are not in any way whatsoever used in the evaluation of the Candidates and their Requests to participate. [↑](#footnote-ref-2)
2. Available here - <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2003.124.01.0036.01.ENG&toc=OJ:L:2003:124:TOC> [↑](#footnote-ref-3)