

Doc 7: Tenders Declaration

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

- 1** We have examined and accept in full the content of the dossier for invitation to tender. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2** We offer to deliver services, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction.
- 3** The price of our tender is:
- 4** We will grant a discount of [%], or [.....] [in the event of our being awarded
- 5** This tender is valid for **60 days** from the final date for submission of tenders.
- 6** We will inform **IDEA** immediately if there is any change in the above circumstances at any stage during the implementation of the contract. 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 of the contracting authority.
- 9** We note that **IDEA** is not bound to proceed with this invitation to tender and that they reserve the right to award only part of the contract.
- 10** We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 11** We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, IDEA reserves the right to terminate the contract with immediate effect.
- 12** We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- 13** We must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If we found to be involved in such practices our bid may be rejected and the companies in question permanently black listed.
- 14** We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata
- 15** We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify
- 16** We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- 17** We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests
- 18** We are not currently subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation

19 We are not subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation

20 We adhere to respect the **IDEA** Code of Conduct as per the points listed below;

- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local labour laws are complied with.
- Social rights are respected

20a Environmental Standards

Vendors should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Name and function:

Date:

Signature:

Yours faithfully

Name and first name: <[.....]>

Title: <.....>

Duly authorised to sign this tender on behalf of:

<.....>

Place and date: <.....>]

Stamp of the firm/company: