**Proposal Submission Form (Service Contract)**

My financial proposal for my services is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **FINANCIAL OFFER** | **Daily rate(EUR)** | **Number of days** | **Total Amount (EUR)** |
| **Global price (fees and expenses)** |  |  |  |
| **VAT or other tax on services in [Insert country] is [insert value] %** | | |  |
| **Total price incl. taxes** | | |  |

|  |  |
| --- | --- |
| **Candidate or Company information** | |
| **Company/Candidate Name** |  |
| **Address** |  |
| **Phone no.** |  |
| **Email** |  |
| **Website/LinkedIn** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERENCES** | | | |
| **Name and country of customer** | **Name of Consultancy** | **Amount (EUR) and length** | **Contact name, Email and phone number** |
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Include details of the experience and past performance on contracts of a similar nature within the past five years and information.

**Please attach two samples of developed Handbooks or Manuals to your application.**

**Validity**

The proposal is valid for a period of **30 days** after the closing date.

After having read the Request for Proposal and examined the Tender Dossier, I/we hereby offer to execute and complete the services in conformity with all conditions in the ToR 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 and the draft Service Contract including all annexes.
* Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the ToR.
* Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service Contracts.
* Certify and attest compliance with the Help Code of Conduct for Contractors.

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

|  |  |
| --- | --- |
| Signature and stamp |  |
| Date |  |
| Name |  |
| Position |  |