

DOCUMENT IV: Annexes for presenting offers

Table of Contents

Annex 1: Contact information of the Bidder

Annex 2: Authorization by the Board of Directors or Partners to present the bid

Annex 3: Declaration of being current with tax and social security obligations

Annex 4: General information and experience of the Bidder

Annex 5: Presentation of the financial bid

Annex 1: Contact information of the Bidder

To be completed by the Bidder and included in the Bid, inside Envelope A (technical bid)

BIDDER			
Name of company:			
Country of origin:			
Address:			
Telephone:		Fax:	
Established:	Place:		
	Date:		
Type of Company:		Partnership Limited by Shares	
		Limited Liability Company	
		Public Limited Company	
		Other (Specify)	
Legal Representative:	Name:		
	E-mail:		
Are there any legal requirements in the country of incorporation of the Company that must be met in order to work in Spain?			No
			Yes*
*Details:			
If the bid is presented in partnership, indicate the name of the companies that make up the partnership. [If this is not the case, indicate "not applicable".]			
<i>[If the bid is presented in partnership, provide one form for each signature forming part of the partnership.]</i>			



Annex 2: Authorization by the Board of Directors or Partners to present the bid

To be completed by the Bidder and included in the Bid, inside Envelope A (technical bid)

[Name and address of Bidder] is hereby authorized to present a Bid in relation with the services requested in the Invitation to Bid (RFP) in question and provided by us, and to subsequently negotiate the Contract with you and to sign it.

[All the information requested above must be reliable so that the Evaluating Committee can confirm the information. Supporting documents must be attached such as certificates of reception or reference letters from clients/customers

Name of Bidder:	<i>[indicate complete name]</i>
Address of Bidder:	<i>[indicate address, telephone, fax, e-mail]</i>
Authorized Signature:	<i>[signature of the person authorized by the Bidder]</i>
Name and Position:	<i>[full name and position of the person signing the Bid]</i>
Seal:	<i>[affix official stamp of the Manufacturer]</i>



Annex 3: Declaration of being current with tax and social security obligations

To be completed by the Bidder and included in the Bid, inside Envelope A (technical bid)

Mr./Ms. _____, with National Identity Number
_____ in representation of the Company
_____ -- with Tax Identification Code
_____, in his/her capacity as
_____, declares

That the aforementioned company is current with its compliance with its tax and social security obligations in accordance with the regulations in force, and undertakes, in the event of being awarded the contract, to present before the formalizing the contract the certificate or accreditation of such requirement.

In _____, on _____ of _____2019

Signed

(signature of the legal representative and seal of the company)

Annex 4: General information and experience of the Bidder

To be completed by the Bidder and included in the Bid, inside Envelope A (technical bid)

Experience in the provision of similar services <i>[use a separate table for each contract]</i>		
Name of Contract:		
Country:		
Name of Client:		
Details of the Client:	Contact:	
	Telephone:	
	Fax:	
Nature of services provided:		
Contract:	Amount:	
	Currency:	
Dates of the Contract:	Awarding:	
	Completion:	
Name of Contract:		
Country:		
Name of Client:		
Details of the Client:	Contact:	
	Telephone:	
	Fax:	
Nature of services provided:		
Contract:	Amount:	
	Currency:	
Dates of the Contract:	Awarding:	
	Completion:	
Name of Contract:		
Country:		
Name of Client:		
Details of the Client:	Contact:	
	Telephone:	
	Fax:	

Experience in the provision of similar services <i>[use a separate table for each contract]</i>		
Nature of goods supplied:		
Contract:	Amount:	
	Currency:	
Dates of the Contract:	Awarding:	
	Completion:	



Annex 5: Presentation of the financial bid

To be completed by the Bidder and included in the Bid, inside Envelope B (financial bid)

[city and date]

A: Headquarters Building of the World Tourism Organization
Poeta Joan Maragall 42, 28020, Madrid, Spain

Ref: **RFP/CRMCOMM/2019-01 – Implementation of a CRM**

Mr./Ms. _____, with National Identification Number _____ in representation of the company _____ with Tax Identification Code _____, in his/her capacity as _____, acknowledges and accepts in full all documents forming part of this tender, consisting of:

- 1) The Invitation to Bid published on the website of the UNWTO dated 6th February 2019
- 2) Document I: Tender information
- 3) Document II: Contract and General Conditions of Contract
- 4) Document III: Technical Specifications
- 5) Document IV: Annexes for presenting offers

Furthermore, we undertake, in the event of being awarded the contract, to execute such contract for a total price of [value in words] EUROS (value in figures] EUROS), as follows:

PRICE (VAT EXCLUDED): [Insert value in figures] EUROS

VAT AMOUNT: [Insert value in figures] EUROS

Likewise, we agree to maintain this offer for the period stipulated in Document I: Tender information, clause 5.1

In witness whereof this statement is signed in onofof

We understand that the UNWTO is not bound to accept the lowest bid or any of the bids it may receive.

Name of Bidder: *[indicate complete name]*
Address of Bidder: *[indicate address, telephone, fax, e-mail]*
Authorized Signature: *[signature of the person authorized by the Bidder]*
Name and Position: *[full name and position of the person signing the Bid]*
Seal: *[affix official stamp of the Bidder]*

World Tourism Organization (UNWTO) – A Specialized Agency of the United Nations

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