

Ufficio di Yangon

Project AID 11087 – CIG n. 75125586FA

Invitation to bid for IT equipment supply for FERD (Naypyidaw) for the project activities of the Italian Agency for Development Cooperation – AID 11087.

ANNEX D - ADMINISTRATIVE ENVELOPE FORMS

Please complete the following self-declarations with accurate and reliable information.

All documents of the present Annex D shall be signed, stamped, and included in the Administrative Envelope

Please be reminded that all Documents must be written in English. Documents in other languages will not be considered. Wherever the original documents are in Myanmar Language, an English translation must be attached.

1 LEGAL ENTITY

OFFICIAL NAME (National denomination and its translation in EN, if existing):

BUSINESS NAME (if different):

ABBREVIATION:

LEGAL FORM, ORGANISATION TYPE: FOR PROFIT Yes/Not

NON FOR PROFIT Yes/Not

NGO Yes/Not

MAIN REGISTRATION NUMBER (Registration number in the national register of companies):

PLACE OF MAIN REGISTRATION (City, Country):

DATE OF MAIN REGISTRATION:

VAT NUMBER:

ADDRESS OF HEAD OFFICE (Country, City, Postcode E-Mail, Phone):

DATE

SIGNATURE OF AUTHORISED
REPRESENTATIVE

STAMP

2 BID SUBMISSION by (i.e. the identity of the Bidder)

	Name(s) of legal entity or entities making this application	Nationality
Leader		
Member		
Etc.		

3 CONTACT PERSON (for this bid)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

4 ECONOMIC AND FINANCIAL CAPACITY¹

Please complete the following table of financial data based on your annual accounts. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation, which is judged necessary, may also be provided. If the bidder is a public body, please provide equivalent information.

Financial data	201__ EUR	201__ EUR	201__ EUR	Average ² EUR
Annual turnover, excluding this contract ³				

¹ Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means.

² Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

³ The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the organization (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

5 SPECIFIC EXPERIENCE OF THE ORGANIZATION

Please fill in the table below with the following information requested in the invitation to bid.

If possible, please attach also **reference letters** of good performance.

Name and description of the consultancy / contract	Areas of Specialization	Duration	Organizations funding the Contracts	Relevant Tasks and assignments	Other Information

6 SELF DECLARATION

Please sign, date and stamp this document for submission within the Administrative Envelope.

As person in power of attorney, I declare that my Organization is not in any of the following categories:

- a. bankrupt, or being wound up, or having its affairs administered by the courts, or entered into an arrangement with creditors, or suspended its business activities, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
- c. the organisation, or persons having power of attorney, or decision making, or control over them have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- d. guilty of severe professional misconduct proven by any means which the contracting authority can justify;
- e. the organisation, or persons having powers of attorney, or decision making or control over them, have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in criminal organization, money laundering or any other illegal activity;
- f. not in compliance with its obligations relating to the payment of social security contributions, or payment of taxes in accordance with the legal provisions of Myanmar;
- a. is not affiliated to any criminal organisation (In case of awarding, the Contracting Authority reserves the right to verify that the information provided is reliable and true, also through the diplomatic channels, before proceeding with the signature of the Contract)

Signed on behalf of the Bidder

Name	
Signature	
Date	

Kindly refer to Instruction to Bidders for detailed indications on Administrative Compliance, Eligibility and Exclusion Criteria.

7 BIDDER STATEMENT

I, the undersigned, being the authorised signatory of the above bidder hereby declare that we have examined and accept without reserve or restriction the entire contents of the bidding dossier for the procedure referred to above and in the invitation to bid.

This bid is subject to acceptance within the validity period stipulated in the invitation to bid (90 days from the deadline for submission date).

Signed on behalf of the Bidder

Name	
Signature	
Date	

ADMINISTRATIVE DOCUMENTS CHECK LIST

Item	Document Name & Reference	Yes	No
I.1	ORGANIZATION LEGAL INFORMATION – <i>as per Annex D – Form 1</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.2	BID SUBMISSION – <i>as per Annex D – Form 2</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.3	CONTACT PERSON – <i>as per Annex D – Form 3</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.4	ECONOMIC AND FINANCIAL CAPACITY – <i>as per Annex D – Form 4</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.5	BIDDER SPECIFIC EXPERIENCE – <i>as per Annex D - Form 5</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.6	CERTIFICATE OF REGISTRATION of the Bidder Organization – <i>Legible Copy of the Original Document & English Translation</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.7	COPY OF AGREEMENT or LETTER OF INTENT – <i>as per Annex E – Template 1 – Letter of Intent</i> <i>This document shall be presented only in case of Association of Organizations</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.8	POWER OF ATTORNEY – <i>as per Annex E – Template 2 – Power of Attorney for Individual Bidder or Template 3 – Power of Attorney for Association of Organizations</i> <i>Copies of the ID or Passport of the signatory parties shall be attached</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
I.9	SELF-DECLARATION – <i>as per Annex D – Form 6</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.10	BIDDER DECLARATION – <i>as per Annex D – Form 7</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.11	CONTRACT TEMPLATE – <i>as per Annex C- Contract Template</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.12	OFFICIAL BANK STATEMENT <i>for the last 3 years</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.13	AUDITED FINANCIAL STATEMENTS <i>for the last 3 years</i>	<input type="checkbox"/>	<input type="checkbox"/>
I.14	RECEIPT of the Payment of BID REGISTRATION FEE of 20.00 Euro	<input type="checkbox"/>	<input type="checkbox"/>
	All Documents are provided	<input type="checkbox"/>	<input type="checkbox"/>
	<u>English translations for Documents in Myanmar Language are attached as requested</u>		