

DOCUMENT IV: Annexes for presenting offers

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Annex 1: Contact information of the Bidder

To be completed by the Bidder and included in the Bid, in File 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 Dominican Republic?			☐ 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>			

Signature:

Seal:

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, in File A (technical bid)

[Name and address of Bidder] is hereby authorized to present a Bid in relation with the services requested in the Request for Proposal (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 Bidder]</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 File 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 _____2021

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, in File 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 services provided:		
Contract:	Amount:	
	Currency:	
Dates of the Contract:	Awarding:	
	Completion:	

Annex 5: Technical bid information

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

Annex 5 should include the following information:

1. Interpretation of the Terms of Reference. The bidder is required to indicate what are the main strategic and operational elements of the project and their recommendations on why these elements are important (maximum 2 pages).
2. Presentation of the team of international experts that will work on the project, highlighting the relevant expertise and experience of each international expert to undertake the activities mentioned in the task description for each position, and including the CVs of the international experts.
3. Indicative work plan, further elaborating the methodology to be used to implement the project and outlining when the various experts will provide the required inputs for each of the project components using either week or month format, and indicating when the main deliverables will be submitted, taking into account that all project activities need to be successfully completed by 30 November 2021.

Annex 6: Presentation of the financial bid

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

[city and date]

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

Ref: N° RFP/TECO/2021-03 "COVID-19 Tourism Recovery Technical Assistance in Dominican Republic"

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 25th May 2021
2. Document I: Tender information
3. Document II: Contract and General Conditions of Contract
4. Document III: Terms of Reference
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] EUR (value in figures) EUR (INCLUDING VAT)

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 on of of

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]*

3. Air Travel (Full Fare Economy)

Routing	Fare	No. Flights	Total
		Total Air Travel	0

4. Local Travel:

	Total Local Travel 0

5. Miscellaneous (please specify each item clearly)

5. Miscellaneous (please specify each item clearly)	Cost	Units
		0
		0

6. Contingencies

0

TOTAL CONTRACT PRICE		EUR	0
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NOTE

1. Daily fees under Remuneration should be inclusive of all fringe benefits, applicable taxes and other costs.
2. The total contract price shall be a fixed lump sum including all Personnel costs, Subcontractors costs', printing, communications, travel, per diem (living expenses when in the field - accommodation, meals, and other incidental expenses), health and travel insurance, visas, vaccinations, project support costs and any other costs to be incurred by the Contractor for the provision of technical assistance.
3. All costs are inclusive of VAT and other applicable taxes the Contractor is obligated to pay.
4. The selected firm is proposed to identify and procure the national experts as described in Document III in consultation with the Government of the Dominican Republic and UNWTO after securing the contract. It is advised that an amount of EUR 69,000 is estimated towards the costs of the national experts.