

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 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>			

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, in 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 _____2022

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: Minimum general conditions and technical requirements template

Item	Minimum general conditions	Included in the proposal	
		YES	NO
I	Online publishing platform that guide the Publisher through the content lifecycle which do not require technical staff.	☐	☐
II	SaaS (Software as a Service) Platform Architecture	☐	☐
III	Compliance with international standards	☐	☐
IV	Third-party integration	☐	☐
V	Support of a great variety of publishing and metadata formats and content types	☐	☐
VI	Technical support for two to three automatic updates per year of around 1,700 files (PDF and Excel files) of the Tourism Statistics.	☐	☐
VII	Modern, multilingual and responsive web design, including the main official UNWTO languages English, French and Spanish.	☐	☐
VIII	Proven experience in content migration.	☐	☐
IX	Content migration finished in less than six (6) months.	☐	☐
X	Technical support services and project manager.	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

1	Hosting services	Included in the proposal	
		YES	NO
1.1	Cloud server	☐	☐
1.2	Secure and Scalable infrastructure	☐	☐
1.3	Real time update	☐	☐
1.4	Unlimited access to website and administration module	☐	☐
1.5	Storage capacity for: Books: (2,750 documents, 300,000 – 400,000 pages) Journals: (40 journals, 350,000 – 400,000 pages) Two to three automatic update per year of around 1,700 files (PDF and Excel files) of the Tourism Statistics.	☐	☐
1.6	HTTP2/S websites secured	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

2	Content migration and optimization process	Included in the proposal	
		YES	NO
2.1	Data validation cleaning and mapping.	☐	☐
2.2	Content Quality Assurance (QA) and Quality Control (QC)	☐	☐
2.3	Content format conversion.	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

3	Administration tool	Included in the proposal	
		YES	NO
3.1	Browse-based backstage administration tool to manage the content, institutional and individual accounts, users, licenses, offers, prices, etc. and compile most of functionalities needed.	☐	☐
3.2	Easy and quickly to launch	☐	☐
3.3	Content ordered hierarchically or tree-based display, preferably based on DOI	☐	☐
3.4	User-friendly content submission and uploading	☐	☐
3.5	Auto-validation of uploaded content.	☐	☐
3.6	Metadata deposits automated	☐	☐
3.7	Staging area to test	☐	☐
Features:			
3.8	Title bar with institutional name	☐	☐
3.9	Sidebar menu	☐	☐
3.10	Sidebar modules	☐	☐
3.11	Help button	☐	☐
3.12	Login and logout option	☐	☐
Administration options:			
3.13	Search and create identities. Person users, Institutions, Publishers, IP range, Costumer, etc.	☐	☐
3.14	Content Slice. Aggregation of content defined by a range of criteria, e.g. DOI List, Collection, Content Format, Data Range, etc. To control access to specific content.	☐	☐
3.15	Content Bundles. Options to specify a particular combination of content format components for one or more content slices, e.g. all, HTML Full text, Cited by, PDF, Suppl. Material, EPUB, etc.	☐	☐
3.16	Search and create offers	☐	☐
3.17	Create access and sessions tokens	☐	☐
3.18	Redirects and whitelist URLs	☐	☐
3.19	Create and upload ads on the website	☐	☐
Abuse monitoring:			
3.20	Configure IP blocking rules	☐	☐
3.21	Manage IP blocks	☐	☐
3.22	File uploads	☐	☐
Email options:			
3.23	Send email alerts	☐	☐
3.24	Alert settings	☐	☐
3.25	Email log	☐	☐
Administration rights and permissions:			
3.26	Search and create admin roles	☐	☐
3.27	Assign publisher admin roles	☐	☐
3.28	Modify and delete roles assignments	☐	☐
3.29	View all administrators	☐	☐
Metadata options:			
3.30	Search publications by type, title, DOI, identifier.	☐	☐
3.31	Create publication	☐	☐
3.32	Link Partner and deposits (CrossRef)	☐	☐
3.33	Deposit publications option	☐	☐

Comments: Please include your comments stating before the number of the corresponding point.

4	Content management	Included in the proposal	
		YES	NO
4.1	Backstage module to submit, process, view and manage content, etc.	☐	☐
4.2	View and edit files attached to books, articles, etc. e. g. PDF, XML, Images, ePub, etc.	☐	☐
4.3	Areas for staging, live, embargo, etc.	☐	☐
4.4	Content search by Title, ISBN, eISBN, DOI, etc.	☐	☐
Content processing options:			
4.5	Upload/submission option	☐	☐
4.6	Move to live/publish option	☐	☐
4.7	Processing status: Complete, Pending, Fatal, etc.	☐	☐
4.8	Reprocessing	☐	☐
4.9	Submission schedule option	☐	☐
4.10	Consult processing queue	☐	☐
4.11	Options to deposit content	☐	☐
4.12	Error and warning messages	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

5	Website design and mobile responsive services	Included in the proposal	
		YES	NO
5.1	Own domain name (www.e-unwto.org)	☐	☐
5.2	Modern up-to-date web design	☐	☐
5.3	Brand consistency	☐	☐
5.4	Responsive web design for mobile devices and tablets.	☐	☐
5.5	WCAG 2.0 or higher.	☐	☐
5.6	Integrated and user-friendly backstage web content management system (CMS) for design, editing and creating of new pages.	☐	☐
	5.6.1 Deployment of changes in real time on multiple pages	☐	☐
	5.6.2 WYSIWYG editor	☐	☐
	5.6.3 Pre-defined widgets	☐	☐
	5.6.4 Wide widgets library	☐	☐
	5.6.5 Drag-and-drop widgets	☐	☐
	5.6.6 Manage pending edits	☐	☐
	5.6.7 Manage scheduled edits	☐	☐
	5.6.8 View and manage bookmarked scopes	☐	☐
	5.6.9 Restore previously saved edits	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

6	Identity services / Authentication mechanisms	Included in the proposal	
		YES	NO
6.1	IP address/range authentication	☐	☐
6.2	Username and password	☐	☐
6.3	Access tokens	☐	☐
6.4	EZProxy authentication	☐	☐
6.5	Single Sign-on (SSO)	☐	☐
6.6	Referral URL authentication	☐	☐
6.7	Device pairing	☐	☐
6.8	Share groups	☐	☐
6.9	Two factor authentication	☐	☐
6.10	Social Sign-on via: Google, Facebook, Twitter, LinkedIn, ORCID, etc.	☐	☐
Off-campus accesses:			
6.11	Shibboleth	☐	☐
6.12	OpenAthens	☐	☐
6.13	Campus Activated Subscriber Access (CASA)	☐	☐
Shibboleth federations:			
6.14	German Higher Education (DFN-AAI)	☐	☐
6.15	Servicio de Identidad de RedIRIS (SIR Federation in Spain)	☐	☐
6.16	UK Higher Education	☐	☐
6.17	US Higher Education (InCommon)	☐	☐
6.18	Other federations:	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

7	Access management	Included in the proposal	
		YES	NO
7.1	Perpetual access	☐	☐
7.2	Subscription	☐	☐
7.3	Pay-per-view (PPV)	☐	☐
7.4	Concurrency support	☐	☐
7.5	Free access	☐	☐
7.6	Offer codes	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

8	Business models	Included in the proposal	
		YES	NO
8.1	Standard license	☐	☐
8.2	PPV license	☐	☐
8.3	Publication Year Plus Archive	☐	☐
8.4	Free access license	☐	☐
8.5	Copyright license	☐	☐
8.6	Open access license	☐	☐
8.7	Free trials	☐	☐
8.8	Time limited license	☐	☐
8.9	Access limit license	☐	☐
8.10	First click free license	☐	☐
8.11	Max concurrent sessions license	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

9	License permissions	Included in the proposal	
		YES	NO
9.1	Allow printing	☐	☐
9.2	Download	☐	☐
9.3	Online access	☐	☐
9.4	Save Offline	☐	☐
9.5	Start data and date restriction	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

10	Discovery	Included in the proposal

		YES	NO
10.1	Data visualization tool for the Tourism Statistics data sets	☐	☐
10.2	Search engine optimization (SEO) actions	☐	☐
10.3	Search/Retrieve via URL, SRU	☐	☐
10.4	OpenURL support	☐	☐
10.5	URL structure adapted to the most popular search engines.	☐	☐
10.6	Export figures to PowerPoint	☐	☐
10.7	Full screen view for tables	☐	☐
10.8	Institutional banner and image	☐	☐
10.9	Menu bar	☐	☐
10.10	Login bar	☐	☐
10.11	Cart link	☐	☐
10.12	Social media widget embedded	☐	☐
10.13	News section	☐	☐
10.14	Show access type icons (full access, free access, no access, open access, etc.)	☐	☐
10.15	Select result items	☐	☐
10.16	Select all result items	☐	☐
10.17	Consult abstract	☐	☐
10.18	PDF link	☐	☐
10.19	Excel file link	☐	☐
10.20	Download and track citation option	☐	☐
10.21	Citation exports in RIS, EndNote, BibTex, Medlars, Refworks.	☐	☐
10.22	Publication language	☐	☐
10.23	"Also available in" option for multiple languages	☐	☐
10.24	Content recommendations based on metadata and key words	☐	☐
10.25	Most popular/read/download option	☐	☐
10.26	Related content	☐	☐
10.27	Download full text	☐	☐
10.28	Save search	☐	☐
10.29	Save history	☐	☐
10.30	Share content options	☐	☐
10.31	Email item	☐	☐
10.32	Add favorites	☐	☐
10.33	Alerts	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

11	Metadata display of content	Included in the proposal	
		YES	NO
11.1	Title/subtitle	☐	☐
11.2	Year	☐	☐
11.3	Publication date	☐	☐
11.4	ISBN	☐	☐
11.5	eISBN	☐	☐
11.6	ISSN	☐	☐
11.7	DOI	☐	☐
11.8	Cover	☐	☐
11.9	Page number	☐	☐
11.10	Abstract	☐	☐
11.11	Key words	☐	☐
11.12	Volume	☐	☐
11.13	Issue	☐	☐
11.14	Article title	☐	☐
11.15	Citation	☐	☐
11.16	Download option	☐	☐
11.17	PDF watermarking	☐	☐
11.18	Table of Content	☐	☐
11.19	Access type icon	☐	☐
11.20	Rights link	☐	☐
11.21	References link	☐	☐
11.22	Supplement content link	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

12	Search	Included in the proposal	
		YES	NO
12.1	Predictive and adaptive search	☐	☐
12.2	Quick search (Title, words, phrases, key words, ISBN, ISSN, DOI, full text)	☐	☐
12.3	Advanced search	☐	☐
12.4	Modify search	☐	☐
12.5	Sorting search results by relevance and date	☐	☐
12.6	Search result paging	☐	☐
12.7	Hit highlight	☐	☐
12.8	Boolean and wildcards searches	☐	☐
12.9	Phrase or exact searches	☐	☐
12.10	Filtered and faceted search results (date, year, topic, document type, subject, etc.)	☐	☐
12.11	Subjects/categories and key words search	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

13	Setting options	Included in the proposal	
		YES	NO
For users:			
13.1	Register on the platform filling a web form and sign in option	☐	☐
13.2	Change password	☐	☐
13.3	Access entitlements	☐	☐
13.4	Access tokens	☐	☐
13.5	Alerts	☐	☐
13.6	Favorites	☐	☐
13.7	Saved Searches	☐	☐
For institutional administrators:			
13.8	Manage profile	☐	☐
13.9	Access entitlements	☐	☐
13.10	Usage reports download option	☐	☐
13.11	Institutional IP ranges management	☐	☐
13.12	Manage administrators credentials	☐	☐
13.13	Register new institutional administrators	☐	☐
13.14	Download institutional holdings	☐	☐
13.15	Download institutional KBART and MARC files	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

14	eReader	Included in the proposal	
		YES	NO
14.1	eReader tool to display PDF and ePub which allows end users to read the PDF and ePub on a browser without having to download the book/article or navigate away from the site	☐	☐
14.2	Supported content formats: Books, Chapters and Articles.	☐	☐
14.3	Support and visualization of multilingual content (also Arabic, Chinese and Russian)	☐	☐
14.4	Automatic conversion to PDF to ePub.	☐	☐
14.5	Compatibility with any device or app supporting ePub3/MOBI, etc..	☐	☐
14.6	DRM (Digital Rights Management).	☐	☐
14.7	Printing watermarking.	☐	☐
14.8	Content metadata display such as title, author, abstract, DOI, ISBN, eISBN, ISSN, pages, table of content, etc,	☐	☐
14.9	Usage rights: Share, Save Offline, Print, Download	☐	☐
14.10	Display settings: Page/node navigation, Display single and facing pages, First page, Last page, Go to specific page, Transition mode horizontal, Transitional scrolling continuous	☐	☐
14.11	Display options for figures, tables, media and supplements	☐	☐
14.12	Reader tools such as annotations, Highlights, In Document Search, Export citation, Zooming, Height and Width Fitting	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

15	Content types	Included in the proposal	
		YES	NO
15.1	Books	☐	☐
15.2	Books series	☐	☐
15.3	Chapters	☐	☐
15.4	Conference proceedings and papers	☐	☐
15.5	Journals	☐	☐
15.6	Articles	☐	☐
15.7	Spreadsheets	☐	☐
15.8	Supplementary material	☐	☐
15.9	Figures and tables	☐	☐
15.10	Video	☐	☐
15.11	Audio	☐	☐
15.12	Databases	☐	☐
15.13	Statistical Indicators	☐	☐
15.14	Other content types. Blogs, Interactive HTML, etc.	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

16	Formats and metadata standards supported	Included in the proposal	
		YES	NO
16.1	PDF	☐	☐
16.2	Excel	☐	☐
16.3	CSV	☐	☐
16.4	Publication metadata (.xml)	☐	☐
16.5	ePub 2.0	☐	☐
16.6	ePub 3.0	☐	☐
16.7	MOBI	☐	☐
16.8	MARC records	☐	☐
16.9	Images (.jpg, .png, .gif, etc.)	☐	☐
16.10	JATS (Journal Archiving and Interchange Tag Set)	☐	☐
16.11	BITS	☐	☐
16.12	ONIX	☐	☐
16.13	Document Type Definition (DTD) or schema. E.g. NCBI Book DTD Suite	☐	☐
16.14	Open Access publications.	☐	☐
16.15	Multilingual content, supporting also Arabic, Chinese and Russian.	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

17	Third party systems integration	Included in the proposal	
		YES	NO
17.1	DOI registration in Crossref	☐	☐
17.2	DOI content deposit in Crossref	☐	☐
17.3	Social networks integration. E.g. Twitter, LinkedIn, Facebook, etc.	☐	☐
17.4	Almetrics integration	☐	☐
17.5	Microsoft PowerBI and/or Tableau.	☐	☐
17.6	OAI-PMH integration	☐	☐
17.7	Email delivery service. E.g. SendGrid.	☐	☐
17.8	Print On Demand (POD) fulfillment	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

18	eCommerce systems	Included in the proposal	
		YES	NO
18.1	Integration with eCommerce systems. PayPal	☐	☐
18.2	Three Domain Secure (3DS) 2.0 authentication protocol	☐	☐
18.3	Mobile optimization	☐	☐
18.4	Add item to shopping cart	☐	☐
18.5	Guest checkout	☐	☐
18.6	Persistent shopping carts	☐	☐
18.7	Wish list	☐	☐
18.8	Acquisition histories	☐	☐
18.9	Abandoned cart alerts	☐	☐
18.10	One-step checkout	☐	☐
18.11	Online fulfillment	☐	☐
18.12	Targeted product promotion	☐	☐
18.13	Cross-selling. Similar and recommended publications. E.g. "More like this", "Similar visitors have purchased", etc.	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

19	Reports	Included in the proposal	
		YES	NO
19.1	Institutional COUNTER 4 and 5 reports	☐	☐
19.2	Reports formats: .txt, .html, .csv	☐	☐
19.3	Book Holdings reports	☐	☐
19.4	Journal Holdings reports	☐	☐
19.5	KBART Holdings reports	☐	☐
19.6	Deposits reports	☐	☐
19.7	Run reports	☐	☐
19.8	Schedule reports	☐	☐
19.9	Edit reports	☐	☐
19.10	View reports	☐	☐
19.11	eCommerce reports	☐	☐
19.12	Access tokens reports	☐	☐
19.13	Alert reports	☐	☐
19.14	License/expire licenses reports	☐	☐
19.15	Free access users reports	☐	☐
19.16	Identity reports	☐	☐
19.17	Mobile reports	☐	☐
19.18	Institution activation reports	☐	☐
19.19	Institution administrators reports	☐	☐
19.20	Citation reports	☐	☐
19.21	Register user details reports	☐	☐
19.22	Registered users statistics	☐	☐
19.23	MARC records reports	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

20	Analytics reporting and business intelligence tool	Included in the proposal	
		YES	NO
20.1	Online tool to create reports about transactions, downloads, session usage, searches, authentication, behaviour, site metrics, site statistics, etc.	☐	☐
20.2	Support Chrome, Firefox, Safari and Edge	☐	☐
20.3	COUNTER 4 and 5 compliance	☐	☐
20.4	Design new reports	☐	☐
20.5	Cloud storage for historical data (at least two years)	☐	☐
20.6	Send report option	☐	☐
20.7	Export report option (in CSV and copy to clipboard)	☐	☐
20.8	Sharing report option	☐	☐
20.9	Copy and edit report option	☐	☐
20.10	Custom report creation	☐	☐
20.11	Customizing existing reports	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

21	International Standards compliance and security	Included in the proposal	
		YES	NO
21.1	General Data Protection Regulation (GDPR) compliance	☐	☐
21.2	ANSI/NISO Z39.93-2014 The Standardized Usage Statistics Harvesting Initiative (SUSHI) Protocol	☐	☐
21.3	ISO 9001 compliance	☐	☐
21.4	ISO 27001 compliance	☐	☐
21.5	HTTP2/S	☐	☐
Accessibility:			
21.6	Web Content Accessibility Guidelines (WCAG) 2.0 or higher	☐	☐
21.7	Section 508	☐	☐
21.8	EN 301 549	☐	☐
21.9	SSL certificate	☐	☐
21.10	Google SEO requirements	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

22	Data security policies	Included in the proposal	
		YES	NO
22.1	Data center routers	☐	☐
22.2	Network protection systems: IPS/IDS firewalls	☐	☐
22.3	Vulnerability monitoring 24/7	☐	☐
22.4	Abuse monitoring	☐	☐
22.5	Access monitoring	☐	☐
22.6	Virus scanning	☐	☐
22.7	Financial-grade security practices	☐	☐
22.8	Any initiative directed to safeguard the data and platform stability	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

23	Publishing Standards compliance	Included in the proposal	
		YES	NO
23.1	Project COUNTER	☐	☐
23.2	Standardized Usage Statistics Harvesting Initiative (SUSHI)	☐	☐
23.3	Crossref services	☐	☐
23.4	Digital Objects Identifiers	☐	☐
23.5	Shibboleth	☐	☐
23.6	OpenAthens	☐	☐
23.7	KBART	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

24	Technical supporting services and project management	Included in the proposal	
		YES	NO
24.1	Account manager as a focal point preferably located in Europe.	☐	☐
24.2	Technical assistance by email, telephone and/or videoconference during working hours.	☐	☐
24.3	Follow-up meetings weekly/biweekly calls and quarterly meetings.	☐	☐
24.4	Biannual invoicing	☐	☐
24.5	Up-to-date platform documentation available online.	☐	☐
24.6	Webinars about new releases and features	☐	☐
24.7	Punctual information about upgrades, releases, events, etc.	☐	☐
Comments: Please include your comments stating before the number of the corresponding point.			

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: RFP/PBST/2022-01 E-library services for the World Tourism Organization

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 24 March 2022
- 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] EUROS (value in figures) EUROS (INCLUDING VAT)

Year	Total amount (€)
First Year	
Second Year	
Third Year	
Fourth Year	
Fifth Year	
Total price for five (5) years	

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:	<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 7: Breakdown of costs (inclusive of VAT) template

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

First Year

1	Initial Costs. Migration phase to production (website in live)	Price (€)
1.1	Content migration	
1.2	Web design, development and deploy costs	
1.3	Training cost	
1.4	Initial Platform license fee (including eCommerce fee)	
1.5	Other related costs	

2	Annual fee	Price (€)
2.1	Hosting fee (annual)	
2.2	Technical supporting services 24/7 and project management.	
2.3	Ongoing platform license fee (including eCommerce fee and HTTP/2 certificate).	
2.4	Other related costs	

Please add the sum of the total initial costs and the first year annual fee in the below field.

Total First Year: (Initial Costs + Annual fee) for 1 st year

Second Year

2	Annual fee	Price (€)
2.1	Hosting fee (annual)	
2.2	Technical supporting services 24/7 and project management.	
2.3	Ongoing platform license fee (including eCommerce fee and HTTP/2 certificate).	
2.4	Others costs	

Please add the total annual fee for second year in the below field.

Total Second Year: Annual fee for 2 nd year

Third Year

2	Annual fee	Price (€)
2.1	Hosting fee (annual)	
2.2	Technical supporting services 24/7 and project management.	
2.3	Ongoing platform license fee (including eCommerce fee and HTTP/2 certificate).	
2.4	Others costs	

Please add the total annual fee for third year in the below field.

Total Third Year: Annual fee for 3 rd year

Fourth Year

2	Annual fee	Price (€)
2.1	Hosting fee (annual)	
2.2	Technical supporting services 24/7 and project management.	
2.3	Ongoing platform license fee (including eCommerce fee and HTTP/2 certificate).	
2.4	Others costs	

Please add the total annual fee for fourth year in the below field.

Total Fourth Year: Annual fee for 4 th year

Fifth Year

2	Annual fee	Price (€)
2.1	Hosting fee (annual)	
2.2	Technical supporting services 24/7 and project management.	
2.3	Ongoing platform license fee (including eCommerce fee and HTTP/2 certificate).	
2.4	Others costs	

Please add the total annual fee for fifth year in the below field.

Total Fifth Year: Annual fee for 5 th year