

## **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)*

|                                                                                                                                                                       |         |                               |                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------|--------------------------------------------------------------|
| <b>BIDDER</b>                                                                                                                                                         |         |                               |                                                              |
| 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?                                           |         |                               | <input type="checkbox"/> No<br><input type="checkbox"/> Yes* |
| *Details:                                                                                                                                                             |         |                               |                                                              |
| If the bid is presented in partnership, indicate the name of the companies that make up the partnership.<br><br>[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)***

| <b>Experience in the provision of similar services</b><br><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: Presentation demonstrating the compliance with the Terms of Reference

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

## 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/ICT/2022-03 "Provision of an electronic voting system for the UNWTO"

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 17<sup>th</sup> October 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

The financial bid must cover all services provided (all-inclusive price) and include breakdown of applicable VAT. All prices should be provided in EUR.

| <b>Cost for the platform</b><br>(Average number of events per year: 5 meetings<br>Number of simultaneous voters from 10 to 170. Exceptionally<br>a vote for up to 600 voters may be held) | <b>Per event</b> | <b>Per year</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|
| Platform (based on the type of license per event or per year,<br>including up to 170 devices)                                                                                             |                  |                 |
| Other costs                                                                                                                                                                               |                  |                 |
| <b>Total</b>                                                                                                                                                                              |                  |                 |

(Please complete one or the other depending on whether your company provides the service per event or annually.

For evaluation purposes, when prices are quoted per event, they will be multiplied by 5 in order to compare it with the prices quoted per year).

| <b>Cost for remote/online technical assistance</b> | <b>Per hour</b> |
|----------------------------------------------------|-----------------|
| Working hours Monday to Friday                     |                 |
| Weekends and holidays                              |                 |

(For evaluation purposes, technical assistance on working hours will represent 70% of the score of this section and weekends and holidays 30% of the score of this section).

| Cost for onsite technical assistance (including fees and other costs) (flight, accommodation and per diem not included) | Per day |
|-------------------------------------------------------------------------------------------------------------------------|---------|
| Technical assistance onsite                                                                                             |         |

Please note that onsite technical assistance may be requested at any time during the contract period for any venue worldwide. When the contracted company is requested to send personnel to provide technical assistance for a specific event, the maximum “per diem” to be covered by UNWTO shall be the one established by United Nations for the specific country and as established by the ICSC (see <https://icsc.un.org>).

| Costs of other services (not reflected in the evaluation) | Per participant | Per event |
|-----------------------------------------------------------|-----------------|-----------|
| Renting extra devices for voting                          |                 |           |
| Other services                                            |                 |           |

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]*