
DOCUMENT IV: Annexes for presenting technical offers

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Annex 1: Contact information of the Bidder

To be completed by the Bidder and included in the Bid, inside 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, inside 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 _____2025

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 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:	
Nature of services provided:		
Contract:	Amount:	
	Currency:	
Dates of the Contract:	Awarding:	
	Completion:	

Annex 5: Technical proposal

To be completed by the Bidder and included in the Bid, inside File A (technical bid) including the following documents:

- *Letter of interest, stating why you consider your company suitable for the assignment;*
- *Proposed approach to the project – vision, project outline and proposed detailed timeline and workplan;*
- *Detailed technical proposals as per each of the four Work Packages;*
- *Portfolio of the company, including examples of previous relevant work in each of the Work Packages;*
- *Three references of clients (references may be contacted for evaluation);*
- *Proposed team allocation globally and per Work Package; and*
- *Personal CV of technical personnel proposed for this project highlighting qualifications and experience in similar projects per each of the Work Packages.*