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| TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURE (EQUAL OR BELOW 20.000 EUR) |

**PART B: DOCUMENTS TO BE COMPLETED BY TENDERER – TECHNICAL OFFER**

This document contains the following parts:

* Tender submission form
* Tenderer's declaration
* Technical offer

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| TENDER SUBMISSION FORM |

**1 SUBMITTED by (i.e. the identity of the Tenderer)**

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| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this application** | **Nationality** |
| **Leader** |  |  |

**2 CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer, hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our Technical offer, and our Financial offer:

* Technical offer as per standard format provided in the tender dossier (Part B)
* Financial offer as per standard format provided in the tender dossier (Part C)

Signed on behalf of the Tenderer

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| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

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| TENDER'S DECLARATION |

FORMAT FOR THE DECLARATION REFERRED TO IN POINT 7

OF THE TENDER SUBMISSION FORM

To be submitted on the headed notepaper of the legal entity concerned

<Date>

<Name and address of the contracting authority — see points 8 of the instructions to tenderers >

Your ref: < reference >

TENDERER’S DECLARATION

Dear Sir/Madam

In response to your letter of invitation for the above contract we, < name(s) of legal entity or entities>, hereby declare that we:

• are submitting this tender [ on an individual basis ]\* [ as member of the consortium led by < name of the leader> [ourselves ]]\* for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as a member, leader, in a consortium or as an individual candidate);

• agree to abide by the ethics clauses in Section 13 of the instructions to tenderers, have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other tenderers or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this tender according to Section 2.5.4. of the practical guide;

• are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that our tender and the expert may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in an EU/EDF financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative>

<Name and position of authorised representative>

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| TECHNICAL OFFER |

| **1.**  **Item Number** | **2.**  **Services required** | **3.**  **Description / indication of services to be provided** | **4.**  **Indicated time frame** | **4.**  **Inputs to be provided** | **5.**  **Evaluation Committee’s notes** |
| --- | --- | --- | --- | --- | --- |
| **1** | **Preparation of a policy brief document – Revolution for 4.0 generation**  The “Preparation of a policy brief document – Revolution for 4.0 generation” is conducted in the frame of the Work4Youth project, implemented in the frame of the IPA Cross-Border Programme Albania Montenegro, funded by the European Union. The project is implemented by Partners Albania for Change and Development (PA), Association for Democratic Prosperity – Zid, and Young Intellectuals Hope (IRSH).  The targeted areas of the project are Shkodra Region in Albania and Municipalities of Bar, Tuz, and Podgorica in Montenegro.  The Development of the Revolution for 4.0 generation a policy brief document is related with the following expected result of the Work4Youth project: ***R3. Increased support to young entrepreneurs and self-employment through local policies and incentives*** | To be completed by the tenderer. | To be completed by the tenderer | To be completed by the tenderer if applicable (for example experts, experiences, etc.) | Evaluation committee remarks |
|  | **Under this Tender, PA is looking for a qualified service provider for the development of a policy brief document – Revolution for 4.0 generation in project target regions.**  The policy brief document – Revolution for 4.0 generation is expected:   * To provide recommendations how to create supportive environment for employment and self-employment of 4.0 generation; * To provide recommendations to the local institutions with concrete examples how to provide better services and possibilities for 4.0 generation in CBC region; * To have a cross-border impact targeting the authorities in both countries; * The document should be prepared in Albanian and English language. |  |  |  |  |
|  | The policy brief document will be prepared in cooperation with another service provider from Montenegro, that will be contracted by Association for Democratic Prosperity – Zid. A presentation meeting between service providers will be organised by project’ partners at the start of the work. It is expected that the service providers conduct other meetings among each other for the preparation of the policy brief document.  **Timeline:**  The expected duration of the service provision will be 20 days, not late than December 7th. |  |  |  |  |