**TENDER FOR PROCUREMENT**

**(2020-GSC-118) HUMAN RESOURCE SYSTEM IMPLEMENTATION, SUBSCRIPTION AND CONSULTING SERVICES (OF THE NEGOTIATED PROCEDURE WITH PUBLICATION)**

# **INFORMATION ON THE SUPPLIER**

|  |  |
| --- | --- |
| Name of the Supplier / Names of the Members of a Group of Suppliers | AGroup SIA |
| Representative or the Lead Member of a Group of Suppliers *(to be completed, if the Tender is submitted by a Group of Suppliers)* |  |

1. **AGREEMENT TO THE PROCUREMENT CONDITIONS**

We do hereby confirm that, by submitting our Tender, we agree to the further Procurement procedures set out in the Procurement Conditions (as defined in the General Procurement Conditions) and conditions of the Contract to be concluded.

We do hereby confirm that we have carefully read all the requirements set out in the Procurement Conditions, including the Technical Specifications, that our Tender is fully compliant therewith, and that we do hereby undertake to observe them within the course of implementation of the Contract. We do hereby also undertake to comply with all requirements established the effective legislations of the Republic of Lithuania that apply to the Object of the Procurement and the Contract. Preparation of our Tender included taking into consideration of the regulations on occupational safety and working conditions.

# **INFORMATION ON SUB-SUPPLIERS PLANNED TO BE HIRED OR RELYING ON THE CAPACITIES OF OTHER ECONOMIC ENTITIES**

**If the Supplier changes the Economic entities specified in the Application Form** **at the time of submitting the Tender**, then the table in Paragraph 3.1 must be completed and the completed and signed ESPD and proving documents of the information provided therein by those Economic entities shall be submitted.

* 1. Economic entities will be engaged for implementation of the Contract (if the Supplier itself or the member of the Group of Suppliers does not meet the qualification requirements):

|  |  |  |
| --- | --- | --- |
| Item No. | Title of the Economic entity whose capacities would be relied on, or name and surname of the Economic entity (specialist), who is not the Supplier’s employee | Description of qualification requirements, which would be met by relying on Economic entities’ capacities |
| 1. |  | *Example: SPC Annex 4, Part II, paragraph 1 of Requirement for Qualification* |
| 2. |  | *Example: SPC Annex 4, Part II, paragraph 2 of Requirement for Qualification* |

The qualification requirements applicable to the Supplier may be met by the Supplier and (or) the Economic entity or both of them jointly.

Upon the Buyer’s request, we would submit proofs that we would have access to the capacities of the Economic entities listed on the table within the course of implementation of the Contract.

* 1. The following Sub-Suppliers shall be hired for implementation of the Contract:

|  |  |  |
| --- | --- | --- |
| Item No. | Title of the Sub-supplier [[1]](#footnote-1) | Part of the Contract which the Sub-supplier would be hired for and which is not subject to any qualification requirements |
| 1. |  | *Example: part of the Contract - Support services, as described in Technical Specification Paragraph 5.2.3* |
| 2. |  | *Example: part of the Contract - Consulting Services as described in Technical Specification Paragraph 5.2.7* |

***NOTE:*** *Sub-suppliers is not required to provide the ESPD.*

# **TENDER PRICE**

* 1. The Tender Price is quoted in Euro.
  2. **The Tender Price must be calculated by completing the Tender form continuation (EXCEL format).** **Completed Tender form continuation (EXCEL format) is an integral part of Tender.**

|  |  |
| --- | --- |
| **Human Resource Management System Implementation, Subscription and Consulting Services** | |
| **Tender price EUR excl. VAT[[2]](#footnote-2)** | 399 995.99 |

***NOTE:*** *When the Supplier is a company registered and operating not in accordance with the legislation of the Republic of Lithuania, VAT shall be paid by the Buyer during implementation of the Contract.*

1. **VALIDITY TERM OF THE TENDER**
   1. The Tender shall be valid for a period specified in Paragraph 10.1. of the GPC.
2. **ANNEXES TO THE TENDER FORM**
   1. Annex 1. The Supplier’s Details and Other Information *(must be submitted);*
   2. Annex 2. Additional functional requirements *(must be submitted);*
   3. Annex 3. Conformity of the main Technical Specifications requirements *(must be submitted);*
   4. Annex 4. List of documents submitted with the Supplier’s tender *(must be submitted)*
   5. Annex 5. Confidential Information\*;
   6. Annex 6. Declaration regarding Participation in the Procurement as a Group of Suppliers Engaged in a Joint Venture (*to be submitted, if the Tender is submitted by a Group of Suppliers Engaged in a Joint Venture)*.
   7. Annex 7. Declaration regarding hiring of sub-suppliers for the Procurement *(to be submitted if the Suppliers indicates in the Tender the sub-suppliers).*

***\*NOTE****: Completion and submission of Annex 5 (Confidential Information) along with the Tender is not required. Only the potentially successful Tenderer would be required to submit the document.*

By signing this Tender, I do hereby confirm authenticity of all documents submitted as a part of the Tender.

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(name, surname, and signature of the Supplier or the authorised person thereof)[[3]](#footnote-3)

Annex 1 to the Tender Form

**THE SUPPLIER’S DETAILS AND OTHER INFORMATION**

|  |  |
| --- | --- |
| Name of the Supplier / Names of the Members of a Group of Suppliers | AGroup SIA |
| Address(-es) of the Supplier[[4]](#footnote-4) *(also indicate address for correspondence, if it is different)* | Duntes iela 3, Riga, LV-1013, Latvia |
| Legal entity code(s)8 (Business License No., etc., in case when the Tender is submitted by a natural entity) | 40003986259 |
| The Supplier’s VAT Payer’s code(s)8 |  |
| Account number and bank name of the Supplier / Representative or the Lead Member of a Group of Suppliers |  |
| Telephone number of the Supplier / Representative or the Lead Member of a Group of Suppliers |  |
| Name, surname of the person authorized for signing of the Tender by the Supplier / Representative or the Lead Member of a Group of Suppliers |  |
| Name and surname, telephone number / mobile telephone number, e-mail address of the contact person of the Supplier / Representative or the Lead Member of a Group of Suppliers having submitted the Tender |  |
| Name, surname, telephone number, e-mail address of the person appointed for implementation of the Contract by the Supplier / Representative or the Lead Member of a Group of Suppliers. |  |
| Name, surname, job title of the person signing the Contract, legal grounds of representation[[5]](#footnote-5) authorizing the person to sign the Contract on behalf of the Company. |  |
| General details of the Company to be included in the Contract in the event that the Tender is successful during the competition: telephone number, e-mail address, fax number. |  |

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(job title, name, surname, and signature of the Supplier or the authorised person thereof)[[6]](#footnote-6)

1. A specific name of the Sub-Supplier must be given, if it is known at the time of submission of the Tenders. If there are plans for hiring, but a specific name is not known, specify “unknown”. [↑](#footnote-ref-1)
2. Price, EUR, excluding VAT, would be used for evaluation of the Tenders. Tender Price, EUR, excluding VAT, shall include all costs, all taxes, except for VAT tax, to be paid in accordance with the effective laws of the Republic of Lithuania, including invoice submission costs via the “E-Invoice” System. This shall not be regarded as the Buyer’s commitment to pay the specified sum to the Successful Tenderer during the validity period of the Contract. The Successful Tenderer would be paid for the actual quantity only. [↑](#footnote-ref-2)
3. If the Application for the Procurement is signed by a person authorised by the CEO, a written authorisation or another document granting the right of signature must be appended to the Application. [↑](#footnote-ref-3)
4. In case, if the Tender is submitted by the Group of Suppliers, information on all members of the Group of Suppliers must be provided. [↑](#footnote-ref-4)
5. Indicate the date and number of an authorisation or the date and number of another document (articles of association of the company, regulations, etc.). [↑](#footnote-ref-5)
6. If the Tender for the Procurement is signed by a person authorised by the CEO, a written authorisation or another document granting the right of signature must be appended to the Tender. [↑](#footnote-ref-6)