

## **DOCUMENT IV: Annexes for presenting technical proposal**

### **Table of Contents**

Annex 1: Contact information of the Bidder

Annex 2: Authorization by the Board of Directors or Partners to present the bid

Annex 3: Declaration of being current with tax and social security obligations

Annex 4: General information and experience of the Bidder

Annex 5: Methodology and work plan and examples of designs

Annex 1: Contact information of the Bidder

**To be completed by the Bidder and included in the Bid, inside 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?			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 \_\_\_\_\_2023

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)**

<b>Experience in the provision of similar services</b> <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:	

<b>Experience in the provision of similar services</b> <i>[use a separate table for each contract]</i>		
Nature of services provided:		
Contract:	Amount:	
	Currency:	
Dates of the Contract:	Awarding:	
	Completion:	



Annex 5: Methodology and work plan and examples of designs

***To be developed by the Bidder to proof compliance with the TORs and included in the Bid, inside File A (technical bid)***