# **APPENDIX I: FINANCIAL SUBMISSION TEMPLATE**

**CONTRACT INPUTS AND FEE RATES**

Tenderers are requested to complete the pricing template below with the fixed daily professional fee rate in respect of the services specified in the Terms of Reference. This fee quoted must be inclusive of all costs (facilities, equipment, supplies, travel, telephone, email, IT, institutional levy and any other third party costs) all exclusive of VAT.

This fee shall be fixed for the duration of this engagement, including any permitted extensions. The fee rates quoted must relate to productive (working) time.

**TOTAL TENDER COSTS**

(Please complete the relevant sections of the staff costs schedule below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Contractor** | **No. of Days** | **Fixed Daily Professional Fee Rate (excluding VAT)** | **Total Cost (Excluding VAT)** |
|  |  |  |  |
| **Total Professional Fee Costs (Excluding VAT)** | 60 | € | € |

# **APPENDIX II: CONFIRMATION OF BONA FIDES**

We, the undersigned, do offer in accordance with the Request for Tenders and the Terms of Reference specified therein to provide the Embassy of Ireland, Nairobi with consultancy services at the daily fee rate set out in Appendix I and subject in all respects to the Embassy of Ireland, Nairobi Terms of Reference published with this call for tenders which we have read and accepted.

We confirm that all information and commitments contained in or referred to in our tender are (i) accurate and correct, and (ii) accurately reflect our actual current operational and financial capability.

We confirm that our tax affairs are in order and that, if awarded the contract, we will be in a position to provide the Embassy of Ireland, Nairobi promptly with a current valid Tax Clearance Certificate.

We confirm that this Tender shall remain irrevocable open for acceptance by you for a period of 12 months from the closing date for receipt of tenders and it shall remain binding upon us for that period or such other period as we may agree.

We acknowledge that no legally binding agreement exists between us unless and until you and a contract in the form set out in accept our offer, this request for tenders has been concluded.

We understand that the Minister of Foreign Affairs is not bound to accept the lowest or indeed any tender it may receive and may abandon or terminate the tender process at any time.

**Signature of tenderer or authorised agent:**

Printed Name:

Name of Tenderer:

Tax No:

Postal Address:

Telephone no:

E-mail:

# **APPENDIX III: PERSONAL SITUATION DECLARATION FORM**

This Declaration of compliance **must** be signed by all **Contractors/Suppliers.**

|  |  |
| --- | --- |
| **Name of Contractor/Supplier:**  |  |
| **Address:** |  |
|  |
|  |
| **Country:** |  |

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Mandatory Eligibility Criteria will be assessed as a "Fail".

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Discretionary Eligibility Criteria may be assessed as a "Fail" and the Contractor/Supplier may, at the discretion of the Contracting Authority not be admitted to the tender.

|  |  |
| --- | --- |
| **Please enter Yes or No as appropriate to the following statements relating to the current status of your organisation and/or any director or person(s) who has power of representation, decision or control over the organisation.**  | **Yes/No** |
| **Mandatory Eligibility Criteria** |
|  | The Contractor/Supplier has been the subject of conviction by final judgment of participation in a prescribed criminal organisation. |  |
|  | The Contractor/Supplier has been the subject of conviction by final judgment of corruption as defined in the national law of Kenya or in accordance with the law of the country within which the Contractor/Supplier is established.  |  |
|  | The Contractor/Supplier has been the subject of conviction by final judgment of fraud.  |   |
|  | The Contractor/Supplier has been the subject of conviction by final judgment of terrorist offences or offences linked to terrorist activities or of inciting or aiding or abetting or attempting to commit an offence. |  |
|  | The Contractor/Supplier has been the subject of conviction by final judgment of money laundering or terrorist financing. |  |
|  | The Contractor/Supplier has been the subject of conviction by final judgment of child labour or other forms of trafficking in human beings. |  |
|  | The Contractor/Supplier has breached their obligations relating to payment of taxes or social security contributions in the national law of Kenya and this breach has been established by a judicial or administrative decision having final and binding effect in accordance with the law of Kenya within which the Contractor/Supplier is established. |  |
| **If you have answered Yes to Question 7**, please provide details of the relevant amount including: 1. confirmation of whether you have paid, or have entered into a binding arrangement with a view to paying the outstanding tax or social security contributions including any accrued interest and/or fines; or
2. details of whether you were informed of the exact amount due following the breach and at such time that it did not have the possibility of taking measures as outlined above before the expiration of the deadline for submitting this tender.
 |

**THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE CONTRACTOR/SUPPLIER’S ORGANISATION.**

I certify that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this Declaration may lead to my organisation being excluded from participation in this and future competitions.

Signed on Behalf of the Contractor/Supplier identified above, by -:

|  |  |
| --- | --- |
| **Signed:** [Original signature] |  |
| **Print Name:** |  |
| **Position:** |  |
| **E-mail Address:** |  |
| **Date:** |  |