

**ENVELOPE “A”**

**TECHNICAL OFFER**

**Company name:** .....

**Ref:** WWF-Azerbaijan-01-ENRTP-2012-SR-CNP

# **SERVICE TENDER SUBMISSION FORM**

## D. SERVICE TENDER SUBMISSION FORM

**Ref:** WWF-Azerbaijan-01-ENRTP-2012-SR-CNP

**Contract title:**

**“Implementation of Forest Transformation Measures (Silvicultural Operations)  
in Azerbaijan “**

**Lot title: One Lot only**

**One signed** of this tender submission form (including signed statements of exclusivity and availability from all key experts proposed), a completed financial identification form and a completed legal entity file (only for the Leader) as well as declarations from the Leader and all members (in the case of a consortium) must be supplied, together with three copies. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted the originals must be dispatched to the Contracting Organization upon request. For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible.

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

	Name(s) and address(es) of legal entity or entities submitting this tender	Nationality <sup>1</sup>
Leader <sup>2</sup>		
Member <sup>2</sup>		
Etc ...		

### 2 CONTACT PERSON (for this tender)

Name	
Organisation	
Address	
Telephone	
Fax	
E-mail	

### 3 ECONOMIC AND FINANCIAL CAPACITY

Please complete the following table of financial data<sup>3</sup> based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, an explanation of the change must be provided as a footnote to the table). Any clarification or explanation which is judged necessary may also be provided.

<b>Financial data</b>	<b>2 years before last year €</b>	<b>Year before last year €</b>	<b>Last year €</b>	<b>Average <sup>4</sup> €</b>	<b>This year €</b>
Annual turnover <sup>5</sup> , excluding this contract					
Cash and cash equivalents <sup>6</sup> at beginning of year					
Net cash from / (used in) operating, investing & financing activities <sup>7</sup> excluding future contracts					
Net forecast cash from/ (used in) future contracts, excluding this contract					
Cash and cash equivalents <sup>6</sup> at end of year (i.e., the sum of the above three rows)					

## 4 STAFF RESOURCES

Please provide the following personnel statistics<sup>8</sup> for the current year and the two previous years.

Average manpower	Year before last		Last year		This year	
	Overall	Total for fields related to this contract <sup>9</sup>	Overall	Total for fields related to this contract <sup>9</sup>	Overall	Total for fields related to this contract <sup>9</sup>
Permanent staff <sup>10</sup>						
Other staff <sup>11</sup>						
Total						
Permanent staff as a proportion of total staff (%)	%	%	%	%	%	%

## 5 FIELDS OF SPECIALISATION

Please use the table below whose objective is to indicate the relevant specialisms related to this contract of each legal entity making this tender, by using the names of these specialisms as the row headings and the name of the legal entity as the column headings. Show the relevant specialism(s) of each legal entity by placing a tick (✓) in the box corresponding to those specialisms in which the legal entity has significant experience. **Maximum 10 specialisms.**

	Leader	Member 2	Member 3	Etc ... <sup>12</sup>
Relevant specialism 1				
Relevant specialism 2				
Etc ... <sup>12</sup>				

## 6 EXPERIENCE

Please complete a table using the format below to summarise the major relevant projects related to this contract carried out in the course of the past 3 years<sup>13</sup> by the legal entity or entities making this application. The number of references to be provided must not exceed 15 for the entire tender

Ref no (maximum 15)	Project title							
Name of legal entity	Country	Overall project value (EUR) <sup>14</sup>	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
...	...	...	...	...	...	...	...	...
Detailed description of project						Type of services provided		
...						...		

## 7 DECLARATION(S)

As part of its tender, each legal entity identified under point 1 of this form, including every consortium member, must submit a signed declaration using the attached format.

### FORMAT OF DECLARATION REFERRED TO IN POINT 7 OF THE TENDER SUBMISSION FORM

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

<Date>

WWF-Azerbaijan  
M.Mushfig Str., Blok 501, 2K  
Baku AZ1073, Azerbaijan  
Tel/Fax: +994 12 5385316  
[www.panda.org/caucasus](http://www.panda.org/caucasus)

**Your ref:** WWF-Azerbaijan-01-ENRTP-2012-SR-CNP

Dear Sir/Madam

### TENDERER'S DECLARATION

In response to your letter of invitation to tender 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, whatever the form of the application (as a member - including leader - in a consortium or as an individual Tenderer);
- are not in any of the situations excluding us from participating in contracts which are listed in **Section 2.3.3 of the Practical Guide to contract procedures for EU external actions**;
- agree to abide by the ethics clauses in **Section 2.4.14 of the Practical Guide to contract procedures for EU external actions** and, in particular, have no conflict of interests or any equivalent relation in that respect with other tenderers in the tender procedure at the time of the submission of this tender;
- < have attached a current list of the enterprises in the same group or network as ourselves / are not part of a group or network > \* and have only included data in the application form concerning the resources and experience of our legal entity;
- will inform the Contracting Organization immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the tasks;
- fully recognise and accept that we may be excluded from tender procedures and contract in accordance with the Section 2.3.4 of the Practical Guide to contract procedures for EC external actions, for a maximum period of 5 years from the date on which the infringement is established and up to 10 years in the event of a repeated offence within the 5 years of the above-mentioned date. Furthermore, we acknowledge that, should we made false declarations, committed substantial



errors, irregularities or fraud, we shall also be subject to financial penalties representing 2% to 10% of the total value of the contract being awarded. This rate may be increased to 4% to 20% in the event of a repeat offence within 5 years of the first infringement;

- are aware that, for the purposes of safeguarding the financial interests of the EU, 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 recognise that our tender and the expert may be excluded should we propose the same key expert as another tenderer or should we propose a key expert who is engaged in an EU/EDF financed project where the input from his/her position in that contract could be required on the same dates as his/her activities under this contract.

[\*Delete as applicable]

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 of the legal entity >

< Name and position of authorised representative of the legal entity >

*s t a m p*

## 8 STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer (including all consortium members, in the case of a consortium), 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, which is submitted in a separate, sealed envelope:

- ☐ Organisation & Methodology
- ☐ Key experts (comprising a list of the key experts and their CVs)
- ☐ Tenderer's declaration (including one from every consortium member, in the case of a consortium)
- ☐ Statements of exclusivity and availability signed by each of the key experts
- ☐ Completed financial identification form (see Annex VI of the draft contract) providing details of the bank account into which payments under the proposed contract should be made in the event that we are awarded the contract (or the financial identification number or a copy of the financial identification form provided to the Contracting Organization on an earlier occasion, unless a change has occurred in the meantime)
- ☐ Completed legal entity file (or the legal entity number allocated alternatively a copy of the legal entity file provided to the Contracting Organization on an earlier occasion, unless a change in the legal status has occurred in the meantime)
- ☐ Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.
- ☐ Documentary proof or statements required under the law of the country where we are established (or each of the companies in case of a consortium), to show that we do not fall into any of the exclusion situations listed in section 2.3.3 of the Practical Guide to contract procedures for EU external actions. This evidence or these documents or statements must carry a date, which is not more than 1 year before the date of submission of the tender. In addition, a statement is furnished stating that the situations described in these documents have not changed since then.
- ☐ Documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the procurement notice and the information provided in this tender form.

[If applicable: We undertake to guarantee the eligibility of the sub-contractor(s) for the parts of the services for which we have stated our intention to sub-contract in the Organisation and Methodology.]

[If the choice is allowed in Section 4.2 of the Instructions to tenderers: We would prefer to receive payments under this contract in euro / <national currency>]

We recognise that our tender will be excluded if we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our tender and that we may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the tender procedure, unless the Contracting Organization gives its prior approval in writing. We are also aware that the consortium members would have joint and several liability towards the Contracting Organization concerning participation in both the above tender procedure and any contract awarded to us as a result of it.

This tender is subject to acceptance within the validity period stipulated in clause 6 of the Instructions to tenderers. Signed on behalf of the tenderer:

<b>Name and Position of Company Representative</b>	<div>.....</div> <div>.....</div>
<b>Signature</b>	
<b>Date</b>	<div>.....</div>

# STATEMENT OF EXCLUSIVITY AND AVAILABILITY<sup>1</sup>

REF: WWF-AZERBAIJAN-01-ENRTP-2012-SR-CNP

## To be completed by Key Expert N1

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer < tenderer name > in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this tender is successful, namely:

From	To	Availability
October 30, 2012	December 30, 2013	full time/part time

I confirm that I do not have a confirmed engagement<sup>2</sup> as key expert in another EU/EDF-funded project or any other professional activity incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to present myself as an expert to any other tenderer submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

Additionally I declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the Contracting Organization and in case of dispute concerning my contract with the Contractor I shall address myself to the latter and/or to the competent jurisdictions.

[For information I have signed a Statement of Exclusivity and Availability for the following tender:

Tender reference	Submission deadline for the tender	Tendered engagement
WWF-Azerbaijan-01-ENRTP-2012-SR-CNP	15 October, 2012	full time/part time

Should I receive a confirmed engagement I declare that I will accept the first engagement which is offered to me chronologically. Furthermore I will notify the tenderer immediately of my unavailability.

<b>Name of Key Expert N1</b>	.....
<b>Signature</b>	
<b>Date</b>	.....

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<sup>1</sup> To be completed by all key experts

<sup>2</sup> The engagement of an expert is confirmed where such expert is committed to work as a key expert under a signed contract financed by the EU general budget or the EDF or where he/she is a key expert in a tender which has received a notification of award. The date of confirmation of the engagement in the latter case is that of the notification of award to the Contractor.

# STATEMENT OF EXCLUSIVITY AND AVAILABILITY

REF: WWF-AZERBAIJAN-01-ENRTP-2012-SR-CNP

## To be completed by Key Expert N2

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer < tenderer name > in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this tender is successful, namely:

From	To	Availability
October 30, 2012	December 30, 2013	full time/part time

I confirm that I do not have a confirmed engagement<sup>3</sup> as key expert in another EU/EDF-funded project or any other professional activity incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to present myself as an expert to any other tenderer submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

Additionally I declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the Contracting Organization and in case of dispute concerning my contract with the Contractor I shall address myself to the latter and/or to the competent jurisdictions.

[For information I have signed a Statement of Exclusivity and Availability for the following tender:

Tender reference	Submission deadline for the tender	Tendered engagement
WWF-Azerbaijan-01-ENRTP-2012-SR-CNP	15 October, 2012	full time/part time

Should I receive a confirmed engagement I declare that I will accept the first engagement which is offered to me chronologically. Furthermore I will notify the tenderer immediately of my unavailability.

<b>Name of Key Expert N2</b>	.....
<b>Signature</b>	
<b>Date</b>	.....

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<sup>3</sup> The engagement of an expert is confirmed where such expert is committed to work as a key expert under a signed contract financed by the EU general budget or the EDF or where he/she is a key expert in a tender which has received a notification of award. The date of confirmation of the engagement in the latter case is that of the notification of award to the Contractor.

# STATEMENT OF EXCLUSIVITY AND AVAILABILITY

REF: WWF-AZERBAIJAN-01-ENRTP-2012-SR-CNP

## To be completed by Key Expert N3

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer < tenderer name > in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this tender is successful, namely:

From	To	Availability
October 30, 2012	December 30, 2013	full time/part time

I confirm that I do not have a confirmed engagement<sup>4</sup> as key expert in another EU/EDF-funded project or any other professional activity incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to present myself as an expert to any other tenderer submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

Additionally I declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the Contracting Organization and in case of dispute concerning my contract with the Contractor I shall address myself to the latter and/or to the competent jurisdictions.

[For information I have signed a Statement of Exclusivity and Availability for the following tender:

Tender reference	Submission deadline for the tender	Tendered engagement
WWF-Azerbaijan-01-ENRTP-2012-SR-CNP	15 October, 2012	full time/part time

Should I receive a confirmed engagement I declare that I will accept the first engagement which is offered to me chronologically. Furthermore I will notify the tenderer immediately of my unavailability.

<b>Name of Key Expert N3</b>	.....
<b>Signature</b>	
<b>Date</b>	.....

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<sup>4</sup> The engagement of an expert is confirmed where such expert is committed to work as a key expert under a signed contract financed by the EU general budget or the EDF or where he/she is a key expert in a tender which has received a notification of award. The date of confirmation of the engagement in the latter case is that of the notification of award to the Contractor.

# STATEMENT OF EXCLUSIVITY AND AVAILABILITY

REF: WWF-AZERBAIJAN-01-ENRTP-2012-SR-CNP

## To be completed by Key Expert N4

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer < tenderer name > in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this tender is successful, namely:

From	To	Availability
October 30, 2012	December 30, 2013	full time/part time

I confirm that I do not have a confirmed engagement<sup>5</sup> as key expert in another EU/EDF-funded project or any other professional activity incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to present myself as an expert to any other tenderer submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

Additionally I declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the Contracting Organization and in case of dispute concerning my contract with the Contractor I shall address myself to the latter and/or to the competent jurisdictions.

[For information I have signed a Statement of Exclusivity and Availability for the following tender:

Tender reference	Submission deadline for the tender	Tendered engagement
WWF-Azerbaijan-01-ENRTP-2012-SR-CNP	15 October, 2012	full time/part time

Should I receive a confirmed engagement I declare that I will accept the first engagement which is offered to me chronologically. Furthermore I will notify the tenderer immediately of my unavailability.

<b>Name of Key Expert N4</b>	.....
<b>Signature</b>	
<b>Date</b>	.....

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<sup>5</sup> The engagement of an expert is confirmed where such expert is committed to work as a key expert under a signed contract financed by the EU general budget or the EDF or where he/she is a key expert in a tender which has received a notification of award. The date of confirmation of the engagement in the latter case is that of the notification of award to the Contractor.

- 
- <sup>1</sup> Country in which the legal entity is registered.
- <sup>2</sup> Add / delete additional lines for consortium members as appropriate. **Note** that a sub-contractor is not considered to be a consortium member for the purposes of this application form. Subsequently, the data of the subcontractor must not appear in the data related to the economic, financial and professional capacity. If this application is being submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted).
- <sup>3</sup> if this tender is being submitted by a consortium please add lines as required and indicate to which entity the data belongs.  
Last year = last accounting year for entity
- <sup>4</sup> Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.
- <sup>5</sup> The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.
- <sup>6</sup> Cash and cash equivalents comprise cash on hand and demand deposits, together with short-term, highly liquid investments that are readily convertible to a known amount of cash, and that are subject to an insignificant risk of changes in value. An investment normally meets the definition of a cash equivalent when it has a maturity of three months or less from the date of acquisition. Equity investments are normally excluded, unless they are in substance a cash equivalent (e.g. preferred shares acquired within three months of their specified redemption date). Bank overdrafts which are repayable on demand and which form an integral part of an enterprise's cash management are also included as a component of cash and cash equivalents.
- <sup>7</sup> Operating activities are the main revenue-producing activities of the enterprise that are not investing or financing activities, so operating cash flows include cash received from customers and cash paid to suppliers and employees. Investing activities are the acquisition and disposal of long-term assets and other investments that are not considered to be cash equivalents. Financing activities are activities that alter the equity capital and borrowing structure of the enterprise. Interest and dividends received and paid may be classified as operating, investing, or financing cash flows, provided that they are classified consistently from period to period. Cash flows arising from taxes on income are normally classified as operating, unless they can be specifically identified with financing or investing activities.
- <sup>8</sup> if this tender is being submitted by a consortium, please add lines as required and indicate to which entity the data belongs.
- <sup>9</sup> corresponding to the relevant specialisms identified in point 5 below.
- <sup>10</sup> staff directly employed by the Tenderer on a permanent basis (i.e., under indefinite contracts).
- <sup>11</sup> other staff not directly employed by the Tenderer on a permanent basis (i.e., under fixed-term contracts).
- <sup>12</sup> add/delete additional lines and/or rows as appropriate. If this tender is being submitted by an individual legal entity, the name of the legal entity should be entered as 'Leader' (and all other columns should be deleted).
- <sup>13</sup> In the case of framework contracts (without contractual value), only specific contracts corresponding to assignments implemented under such framework contracts shall be considered.
- <sup>14</sup> Effect of inflation will not be taken into account.



# ANNEXES

## **01- Financial Identification form**

## **Financial Identification Form**

*(could be signed and stamped only by a company)*



## FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

[http://ec.europa.eu/budget/library/execution/privacy\\_statement\\_en.pdf](http://ec.europa.eu/budget/library/execution/privacy_statement_en.pdf)

ACCOUNT NAME (3)	
ACCOUNT NAME (1)	<input type="text"/>
	<input type="text"/>
ADDRESS	<input type="text"/>
	<input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>

*(1) The name or title under which the account has been opened and not the name of the authorized agent*

CONTACT	<input type="text"/>
TELEPHONE	<input type="text"/>
FAX	<input type="text"/>
E - MAIL	<input type="text"/>

BANK	
BANK NAME	<input type="text"/>
	<input type="text"/>
BRANCH ADDRESS	<input type="text"/>
	<input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>
IBAN (2)	<input type="text"/>

*(2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated*

REMARKS :

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE (Both obligatory)(3)

DATE + SIGNATURE OF ACCOUNT HOLDER : (Obligatory)

*(3) It is preferable to attach a copy of recent bank statement. Please note that the bank statement has to provide all the information listed above under 'ACCOUNT NAME' and 'BANK'. In this case, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.*

**Bank account details**  
**signed and stamped by relevant bank**

Bank account details filled in by service bank of a company – in a format that the service bank finds appropriate.

## **02-The legal entity file**

## **Legal Entity File**





## LEGAL ENTITIES

PRIVACY STATEMENT

[http://ec.europa.eu/budget/execution/legal\\_entities\\_fr.htm](http://ec.europa.eu/budget/execution/legal_entities_fr.htm)

### PRIVATE COMPANIES

<b>TYPE OF COMPANY</b>	<input type="text"/>		
<b>NGO</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	(Non-Governmental Organisation)
<b>NAME(S)</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<b>ABBREVIATION</b>	<input type="text"/>		
<b>ADDRESS OF HEAD OFFICE</b>	<input type="text"/> <input type="text"/> <input type="text"/>		
<b>POSTCODE</b>	<input type="text"/>	<b>P.O. BOX</b>	<input type="text"/>
<b>TOWN/CITY</b>	<input type="text"/>		
<b>COUNTRY</b>	<input type="text"/>		
<b>VAT (1)</b>	<input type="text"/>		
<b>PLACE OF REGISTRATION</b>	<input type="text"/>		
<b>DATE OF REGISTRATION</b>	<input type="text"/> D D	<input type="text"/> M M	<input type="text"/> Y Y Y Y
<b>REGISTRATION No (2)</b>	<input type="text"/>		
<b>PHONE</b>	<input type="text"/>	<b>FAX</b>	<input type="text"/>
<b>E-MAIL</b>	<input type="text"/>		

THIS "LEGAL ENTITIES" FORM SHOULD BE COMPLETED AND RETURNED TOGETHER WITH:

1. A COPY OF THE VAT REGISTRATION DOCUMENT IF APPLICABLE AND IF THE VAT NUMBER DOES NOT APPEAR ON THE OFFICIAL DOCUMENT REFERRED TO AT 2 BELOW.
2. A COPY OF SOME OFFICIAL DOCUMENT (OFFICIAL GAZETTE, COMPANY REGISTER ETC.) SHOWING THE NAME OF THE LEGAL ENTITY, THE ADDRESS OF THE HEAD OFFICE AND THE REGISTRATION NUMBER GIVEN TO IT BY THE NATIONAL AUTHORITIES.

DATE AND SIGNATURE OF AUTHORISED REPRESENTATIVE

## **Supporting Documents**

Notarialy certified translation of any official document proving legal existence of a company and company's ID number.

This could be:

1. Record from relevant state or tax inspection register.

or

2. Decision of relevant governmental authorities on registration of a company.

or

3. Registration document.

## **03-Duly authorised signature**

(an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.)

**Sertified by the Notary Translation  
of the Statutes (Charter) of the Company**

## **04-Organisation and methodology**

(to be drawn up by the tenderer using the format in Annex III of the draft contract)

# ANNEX III: ORGANISATION & METHODOLOGY

*To be completed by the tenderer*

Company Name: .....

Ref: WWF-Azerbaijan-01-ENRTP-2012-SR-CNP

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## 1. RATIONALE

- Any comments on the Terms of reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract.
- An opinion on the key issues related to the achievement of the contract objectives and expected results.
- An explanation of the risks and assumptions affecting the execution of the contract.

## **2. STRATEGY**

- An outline of the approach proposed for contract implementation.
- A list of the proposed activities considered to be necessary to achieve the contract objectives.
- The related inputs and outputs.
- In the case of a tender being submitted by a consortium, a description of the input from each of the consortium members and the distribution and interaction of tasks and responsibilities between them.
- A description of the support facilities (back-stopping) that the team of experts will have from the contractor(tenderer) during the execution of the contract.



### 3. TIMETABLE OF ACTIVITIES

- The timing, sequence and duration of the proposed activities, taking into account mobilisation time.

The identification and timing of major milestones in execution of the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of reference.

- The methodologies contained in the offer should include a workplan indicating the envisaged resources to be mobilised.

**The Workplan** (columns 4 and 5 to be completed by the tenderer):

Item No.	Contract Activity	Percentage of Single Activity	Manpower Resources mobilized (in man/days)	Material-technical resources mobilized (if any)	Percentage of Payment from the Contracting Organization	Oct_ Nov -12	Dec-12	Jan-13	Feb-13	Mar_Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct_Nov-13	Dec-13
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Preparation of Sites	15			40	40											
1	Preparation of Sites				20					20							
1	Preparation of Sites				40											40	

Organisation & methodology

2	Seeding and Planting	60			40	40										
2	Seeding and Planting				20				20							
2	Seeding and Planting				40									40		
3	Maintenance (weeding)	15			60					60						
3	Maintenance (weeding)				40								40			
4	Other Measures	10			40	40										
4	Other Measures				20				20							
4	Other Measures				40									40		
	TOTAL CONTRACT PRIZE:	100%														

## Organisation & methodology

### 4. LOGFRAME\*

(to be completed by the tenderer)

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Sources and means of verification</b>	<b>Assumptions/Risks</b>
<b>Overall objectives</b>	To increase the resilience of forest ecosystems in the Azerbaijan Republic against impacts of climate change, and to improve biodiversity and livelihoods of local populations.			
<b>Specific objective</b>	To transform monoculture stands on selected model sites in Azerbaijan highly vulnerable to climate change and to improve related forest management.	By the end of the Contract the structure of forest stands on 6 pilot sites has been transformed in such a way that they will be highly resilient to climate change.		
<b>Expected results</b>	Selected forest stands vulnerable to climate change have been transformed into highly resilient "close to nature" forest stands.	By the end of the Contract the potential of the forests stands on 6 pilot sites to enhance the livelihoods of neighbouring communities will have been increased.  By the final month of the Contract transformation measures have been carried out in 2 forest stands with a total area of at least 150 ha.	Documented results of implementation reports carried out during and at the end of the contract.	<u>External conditions:</u> - No changes in the tenure of the pilot sites before transformation meaasures have been completed.
<b>Contract</b>	<b>Activities contributing to Expected</b>			

\* A Logical framework reflecting the considerations described in items 1 - 3 (see the Project Cycle Management Manual available from the PCM Home page: [http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)).

## Organisation & methodology

Activities	Results under the Contract			
	Implement the transformation measures (silvicultural operations in the selected stands.	<u>Means:</u> - Service provider (tenderer) to implement the transformation measures - Labour to carry out the work - Equipment and tools - Seeds and plants - Vehicles - etc	<u>Sources of information on progress:</u> - Regular Implementation reports by the tenderer - Documented "acceptance reports" approved by WWF-Azerbaijan ( <i>the Project country coordinator and the Project country supervisor</i> )	<u>Overall Conditions:</u> - Sufficient seeds and seedlings of appropriate quality available. <u>Preconditions which must be met before the Contract can start:</u> - The forestry administrations agree to make forest stands available to the tenderer for piloting transformation measures and to participate in the measures
<b><u>N1</u></b> <b><u>Preparation of Sites</u></b>  <b><u>N2</u></b> <b><u>Seeding and Planting</u></b>  <b><u>N3</u></b>	<b>Activities contributing to the Conrcat Activity 1</b>			
	Implement activity N1 according to the Trannsformation Plan	<u>Means:</u> <div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div>	<u>Sources of information on progress:</u> - Regular Implementation reports by the tenderer - Documented "acceptance reports" approved by WWF-Azerbaijan ( <i>the Project country coordinator and the Project country supervisor</i> )	<u>Conditions:</u> <div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div>
	<b>Activities contributing to the Conrcat Activity 2</b>			
	Implement activity N2 according to the Trannsformation Plan	<u>Means:</u> <div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div>	<u>Sources of information on progress:</u> - Regular Implementation reports by the tenderer - Documented "acceptance reports" approved by WWF-Azerbaijan ( <i>the Project country coordinator and the Project country supervisor</i> )	<u>Conditions:</u> <div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div>
	<b>Activities contributing to the Conrcat</b>			

## Organisation & methodology

<b><u>Maintenance (weeding)</u></b>	<b>Activity 3</b>			
	Implement activity N3 according to the Transformation Plan	<u>Means:</u> ..... ..... ..... .....	<u>Sources of information on progress:</u>  - Regular Implementation reports by the tenderer - Documented "acceptance reports" approved by WWF-Azerbaijan ( <i>the Project country coordinator and the Project country supervisor</i> )	<u>Conditions:</u> ..... ..... ..... .....
<b><u>N4 Other Measures</u></b>	<b>Activities contributing to the Conrcat Activity 4</b>			
	Implement activity N4 (other measures) according to the Transformation Plan ( <i>e.g, watering</i> )	<u>Means:</u> ..... ..... ..... .....	<u>Sources of information on progress:</u>  - Regular Implementation reports by the tenderer - Documented "acceptance reports" approved by WWF-Azerbaijan ( <i>the Project country coordinator and the Project country supervisor</i> )	<u>Conditions:</u> ..... ..... ..... .....
<b>Total</b>		<b><u>Breakdown of Total Contract Cost (EUR):</u></b>  1. Human resources: ..... 2. Transportation: ..... 3. Equipment and supplies: ..... 4. Other costs and services: ..... 5. Other: .....  <b><u>TOTAL: ..... Euro</u></b>		

## **05-Key experts**

- a) List of the names of the key experts;
- b) the CVs of each of the key experts

(Each CV must be confined to 3 pages and only one CV should be provided for each position identified in the Terms of Reference. Note that the CV's of non-key experts must not be submitted)

**List of the names of the key experts**

**ANNEX IV: LIST OF KEY EXPERTS** (not more than 4 key experts)

<b>Name of key expert</b>	<b>Proposed position in the project</b>	<b>Total years of experience</b>	<b>Age</b>	<b>Educational background</b>	<b>Specialist areas of knowledge</b>	<b>Years of professional experience in the Azerbaijan Republic</b>	<b>Languages</b>
<b>1.</b>							
<b>2.</b>							
<b>3.</b>							
<b>4.</b>							



## **CV for Key Expert N1**

- **a copy of the diplomas mentioned in the CV**
  - **a copy of the employers' certificates or references proving the professional experience indicated in their CVs**

## **CV for Key Expert N1**

## CURRICULUM VITAE (KEY EXPERT N ...)

**Proposed role in the project:**

**Family name:**

**First names:**

**Date of birth:**

**Nationality:**

**Education:**

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:

**Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing

**Membership of professional bodies:**

**Other skills:** (e.g. Computer literacy, etc.)

**Present position:**

**Years within the present firm/organization:**

## Curriculum vitae

**Key qualifications:** (Relevant to the project)

**Specific experience in the Caucasus region:**

Country	Date from - Date to

### Professional experience

Date from - Date to	Location	Company& reference person <sup>1</sup> (name & contact details)	Position	Description

---

<sup>1</sup> The Contracting Organization reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.

## **Curriculum vitae**

**Other relevant information (e.g., List of Publications):**

- **a copy of the diplomas mentioned  
in the CV**

COPY of DIPLOMA - Certified Translation



- a copy of the employers' certificates or references proving the professional experience indicated in their CVs

*This document could be provided in a form of record from “Work Record Card/ Service Record” or equivalent (выписка из трудовой книжки)*

References Proving Professional Experience

## **CV for Key Expert N2**

- **a copy of the diplomas mentioned in the CV**
  - **a copy of the employers' certificates or references proving the professional experience indicated in their CVs**

## **CV for Key Expert N2**

## CURRICULUM VITAE (KEY EXPERT N ...)

**Proposed role in the project:**

**Family name:**

**First names:**

**Date of birth:**

**Nationality:**

**Education:**

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:

**Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing

**Membership of professional bodies:**

**Other skills:** (e.g. Computer literacy, etc.)

**Present position:**

**Years within the present firm/organization:**

## Curriculum vitae

**Key qualifications:** (Relevant to the project)

**Specific experience in the Caucasus region:**

Country	Date from - Date to

### Professional experience

Date from - Date to	Location	Company& reference person <sup>1</sup> (name & contact details)	Position	Description

---

<sup>1</sup> The Contracting Organization reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.

## Curriculum vitae

**Other relevant information (e.g., List of Publications):**



- **a copy of the diplomas mentioned  
in the CV**

COPY of DIPLOMA - Certified Translation

- a copy of the employers' certificates or references proving the professional experience indicated in their CVs

*This document could be provided in a form of record from “Work Record Card/ Service Record” or equivalent (выписка из трудовой книжки)*

References Proving Professional Experience

## **CV for Key Expert N3**

- **a copy of the diplomas mentioned in the CV**
  - **a copy of the employers' certificates or references proving the professional experience indicated in their CVs**

## **CV for Key Expert N3**

## CURRICULUM VITAE (KEY EXPERT N ...)

**Proposed role in the project:**

**Family name:**

**First names:**

**Date of birth:**

**Nationality:**

**Education:**

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:

**Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing

**Membership of professional bodies:**

**Other skills:** (e.g. Computer literacy, etc.)

**Present position:**

**Years within the present firm/organization:**

## Curriculum vitae

**Key qualifications:** (Relevant to the project)

**Specific experience in the Caucasus region:**

Country	Date from - Date to



### Professional experience

Date from - Date to	Location	Company& reference person <sup>1</sup> (name & contact details)	Position	Description

---

<sup>1</sup> The Contracting Organization reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.

## Curriculum vitae

**Other relevant information (e.g., List of Publications):**

- **a copy of the diplomas mentioned  
in the CV**

COPY of DIPLOMA - Certified Translation

- a copy of the employers' certificates or references proving the professional experience indicated in their CVs

*This document could be provided in a form of record from “Work Record Card/ Service Record” or equivalent (выписка из трудовой книжки)*

References Proving Professional Experience

## **CV for Key Expert N4**

- **a copy of the diplomas mentioned in the CV**
  - **a copy of the employers' certificates or references proving the professional experience indicated in their CVs**

## **CV for Key Expert N4**



## CURRICULUM VITAE (KEY EXPERT N ...)

**Proposed role in the project:**

**Family name:**

**First names:**

**Date of birth:**

**Nationality:**

**Education:**

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:

**Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing

**Membership of professional bodies:**

**Other skills:** (e.g. Computer literacy, etc.)

**Present position:**

**Years within the present firm/organization:**

## Curriculum vitae

**Key qualifications:** (Relevant to the project)

**Specific experience in the Caucasus region:**

Country	Date from - Date to

### Professional experience

Date from - Date to	Location	Company& reference person <sup>1</sup> (name & contact details)	Position	Description

---

<sup>1</sup> The Contracting Organization reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.

## Curriculum vitae

**Other relevant information (e.g., List of Publications):**

- **a copy of the diplomas mentioned  
in the CV**

COPY of DIPLOMA - Certified Translation

- a copy of the employers' certificates or references proving the professional experience indicated in their CVs

*This document could be provided in a form of record from “Work Record Card/ Service Record” or equivalent (выписка из трудовой книжки)*

References Proving Professional Experience



**06-Documentary proof or  
statements required under the law  
of the country in which the  
company (or each of the  
companies in case of a  
consortium) is established**

(to show that it does not fall into any of the exclusion situations listed in  
section 2.3.3 of the Practical Guide to contract procedures for EU  
external actions)

**NOTE:** This document/s \* could be issued by tax authority or any other relevant authority (e.g. *Ministry of Internal Affairs*).

The document should show that tenderer/s is/are not in any of the situations listed below:

- a) they are **bankrupt** or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*; (i.e. against which no appeal is possible);
- c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the EU's financial interests;

The cases referred to in point (e) applicable are the following:

- 1) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995;<sup>6</sup>
- 2) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997;<sup>7</sup>
- 3) cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council;<sup>8</sup>
- 4) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC.
- f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (BUDGET)/ Article 99 of the Financial Regulation (10th EDF).

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\* напр.: **1)** *Справка об отсутствии процедуры банкротства у юридического лица (=Справка об отсутствии дела о банкротстве = Справка об отсутствии производства о банкротстве) и*  
**2)** *Справка о наличии (отсутствии) судимости и (или) факта уголовного преследования либо о прекращении уголовного преследования.*

**07- Documentary evidence of the  
financial and economic capacity  
as well as the technical and  
professional capacity**

**Documentary evidence of the financial and  
economic capacity**

# **Bank Account Statement**

**2011**

# **Bank Account Statement**

**2010**

# **Bank Account Statement**

**2009**

## **Documentary evidence of technical and professional capacity**



*Documentary evidence  
of technical and professional capacity*

**A list of similar service contracts completed in the past  
3 years and evidences of successful completion.**

Description of the Contract	Date	Place of completion	Total Cost In Azerbaijan National Currency (Manat)	Evidences of successful completion  (e.g., Quality Acceptance-Receipt Act or Name of the Contract)

-----  
 .....  
 Director  
 Company Name  
 Date : ... ..... 2012