**Schedule no. 7**

**Bid Submission Form**

Name of Tenderer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person authorized by the Tenderer to conclude the contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Tenderer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration number of Tenderer *[PLEASE INSERT as provided in legal status documents]*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank account number: (including Bank’s name, SWIFT number, and address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hereby declare that our company offers car rental services, including driver services, according to the terms and conditions specified in the Contract Notice.

**Price and total cost - Annex 1 is attached:**

**Please provide your commercial offer for at least one lot in the file titled Annex 1 Financial Offer in both PDF and Excel Versions.**

**The fees presented in the Financial Offer table (annex 1) should reflect the final cost that PAH will cover,** **including all taxes and fees.**

**Technical response:**

Some of your answers will relate to the Minimum Requirement and some of them will relate to the Qualitative Criteria.

|  |  |
| --- | --- |
| **Technical Details** | **Response: Yes/No with comment where applicable** |
| Submission of necessary documents (driver's license -category B or C) |  |
| Document confirming the registration of the vehicle |  |
| provision of a certificate of technical inspection (**required before signing of the agreement after confirmation from PAH that the bidder is one of the winners**)  The list shall include the following:   * The level of toxicity of exhaust gases (CO, CO2, HC, O2); * Absorption coefficient of  engine exhaust gases (smokiness); * Reliability of the steering system of a passenger vehicle; * Brake efficiency; * Proper functionality of exterior lighting, hazard warning lights, and windshield wipers; * The level of  vehicle window tint  (windshield, front side windows, front door windows); * Availability of a fire extinguisher, first aid kit, and emergency stop signs. |  |
| Acceptance of RFQ Terms of  Reference (TOR) |  |
| The provider offers to provide services in specific regions and designated locations as requested by PAH. |  |
| Presence of an active private entrepreneur of the 3rd group (any organization with different types of ownership) |  |
| Relevant Experience in driving – at least 3 years |  |

**Please provide the supporting technical documents with reference to the question above.**

 I confirm that my offer is valid for 60 days. If your price does not have this validity, please indicate the validity period of the bid you are offering.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

Representative’s Name:

Position with the Company:

Place, date:

Signature

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by the Polish Humanitarian Action (PAH)

|  |  |  |
| --- | --- | --- |
| Ser.  No. | **Checklist of Schedules and Annexes to the Bid** | **Please tick all that apply** |
| 1 | Contract Notice (Schedule 5) |  |
| 2 | Bid submission form (Schedule No. 7) |  |
| 3 | Tenderer’s Statement (Schedule No. 8) |  |
| 4 | Power of attorney or any other document that grants the power to represent the Company and to assume financial obligations on behalf of the company |  |
| 5 | At least 3 References confirming experience in performing similar activities (schedule 25) |  |
| 6 | Financial Offer (Annex 1) |  |
| 7 | Terms of Reference (Annex 2) |  |
| 8 | Certificate of registration and certificate of VAT payer or other tax certificate. |  |
| 9 | An extract from the register in which the company is registered and according to which it has the right to conduct business activities issued not earlier than 3 months before the date of submission of the bid. An extract from the register of VAT or single taxpayers. |  |
| 10 | Insurance policy |  |
| 11 | Any other documents that will be convincing for the tender committee when evaluating your proposal |  |
| 12 | Driver CV |  |