Service provider’s application form**[[1]](#footnote-1)** for Promotion and printing materials service

FSM-2023-02-19

1. **Economic Operator/Applicant:**

…………………………………………………………………………

*(Full name (Physical person)/company(name,, address, e-mail, phone number, tax identification number if relevant)*

represented by:

…………………………………………………………………………

*(Name, surname, position/the basis for representation)*

by joining the public procurement procedure conducted by Solidarity Fund PL in Georgia for the selection of Promotion and Printing material service provider submit the following offer and:

1. I declare that I have read the requirements of the Contracting Authority regarding the subject of the order, included in the Call for Service and I do not raise any objections to them.

2. I undertake to perform the subject of the contract on the financial conditions specified in the request for proposal.

3. I declare that I have fulfilled the information obligation on the protection of individuals with regard to the processing of personal data and on the free movement of such data towards natural persons from whom personal data (employees, associates) or indirectly (third parties) have been acquired and made available in order to apply for the award of a public contract in these proceedings.

4. I declare that I consider myself bound by this offer for a period of 30 days from the deadline for submission of tenders.

5. I declare that I am not subject to exclusion due to the fact that I haven’t been convicted for a crime of:

1. participation in an organized criminal group or association aimed at committing a crime or a fiscal offense
2. human trafficking
3. supporting terrorist offences
4. money laundering
5. crime against credibility of documents
6. tax offence

6. I declare that I am not subject to exclusion due to the fact that I am not a person against whom a final court judgment or a final administrative decision has been issued in arrears with the payment of taxes, fees or social or health insurance contributions and who and who has not complied with the above indicated judgments or administrative decision.

7. I declare that I am not subject to exclusion due to the fact that I haven’t been legally prohibited from applying for public contracts.

8. I declare that I am not subject to exclusion due to the fact that in relation to the entity I represent, liquidation has been opened, bankruptcy has been announced, assets are managed by a liquidator or court, an arrangement with creditors has been concluded, business activity is suspended or the entity is in a different situation of this type resulting from a similar the procedure provided for in the provisions of the place of initiation of this procedure

*In the event of the offer being secret, the Contractor shall be able to demonstrate that the proprietary information is a trade secret not later than on the submission date, A trade secret is specific information if it meets 3 conditions in total:*

*9a. is technical, technological, organizational of the enterprise or is other information of economic value,*

*9b. has not been disclosed to the public,*

*9c. the necessary measures have been taken in order to maintain confidentiality.*

**10.** TECHNICAL AND PROFESSIONAL CAPACITY**:**

*Please answer the following questions*.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Column 1 | | Column 2 | Column 3 | Column 4 | |
| Criterion | | YES | NO |  | |
| If you are selected as a service provider, can you present the samples of various printing and promotion materials? | |  |  |  |
| Do you have a minimum of 1 year of working experience in preparing and delivering printing and promotion materials? | |  |  |  |
| Are you able to assign a dedicated focal point for SFPL speaking at least one of the following foreign languages (English and/or Russian, and/or Polish)? | |  |  |  |
| Do you provide free-of-charge delivery of the materials to the office and/or training venue? | |  |  |  |
| Do you offer additional services? If so, list them in column 4? | |  |  |  |
| What charges do you apply for cancellation? (Number of hours / days in advance and fee, i.e., cancellation 24hrs in advance - 50% of the service charge)? | |  |  |  |
| How many hours/ days in advance is it required to cancel the order with no charge entirely? If not applicable, put NA in column 4. | |  |  |  |
| How responsive are you to our email? Are you able to respond within 24 hours, within 48 hours, or within 72 hours or more? Indicate your answer in column 4. | |  |  |  |
| Do you offer the following categories of printing and promotion materials of different quality, and in what timeframe for 150 pcs in column 4? (List for ticking). | |  |  | TIMEFRAME |
| 1 | Notebook with a thick cover (on Spring) with colorful logo, number of sheets 80 |  |  |  |
| 2 | Branded pen with colorful logos |  |  |  |
| 3 | Fabric bag branded (double-sided) - Size- 40X32 |  |  |  |
| 4 | Folder for papers - A4 size |  |  |  |
| 5 | Desk calendar on a spring - size 30cm X 15 cm |  |  |  |
| 6 | Rollup banner - 1 meter X 2.20 meter; |  |  |  |
| 7 | A4 sheets, color printing |  |  |  |
| 8 | Certificates, colorful - A4 and |  |  |  |
| 9 | Frames for the certificates A4 |  |  |  |
| 10 | Brochure A4 size - 25 pages, |  |  |  |
| 11 | Branded Cups with colorful logos |  |  |  |
| 12 | Colorful informational leaflets - 2 double-sided colorful sheets of paper |  |  |  |
| 13 | Business cards - Size - 5 cm X 8 cm |  |  |  |
| 14 | Memory stick - with colorful logos |  |  |  |
| 15 | Power banks - with colorful logos |  |  |  |

**11. Technical and professional capacity inspection**

Do you agree to undergo Solidarity Fund PL in Georgia technical and professional capacity inspection and send samples of the below-listed printing and/or promo material?

YES, I agree.

NO, I do not agree.

The below-mentioned technical and professional capacity will be assessed?

* A minimum of 1 year of working experience in preparing and delivering printing and promotion materials.
* Availability to assign a dedicated focal point for SFPL speaking at least one of the following foreign languages (English and/or Russian, and/or Polish);
* A graphic designer employed that can be used free of charge (as a part of the service);
* The designer availability range;
* Free-of-charge delivery of the materials to the office and/or training venue;
* Cancelation Policy;
* Offer additional services;
* Possibility to present samples of various printing and promotion materials.

12. **Price**

*Please indicate the price in GEL for service(s) you provide for* the cost simulation scenario

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Unit** | **Number of units** | **Unit Price, GEL** | **Total, GEL** |
| 1 | Notebook with a thick cover (on Spring) with colorful logo, number of sheets 80 | 150 |  |  |
| 2 | Branded pen with colorful logos | 150 |  |  |
| 3 | Fabric bag branded (double-sided) - Size- 40 X32 | 150 |  |  |
| 4 | Folder for papers - A4 size | 90 |  |  |
| 5 | Desk calendar on the spring - size 30cm X 15 cm | 90 |  |  |
| 6 | Rollup banner - 1 meter X 2.20 meter; | 5 |  |  |
| 7 | A4 sheets, color printing | 200 |  |  |
| 8 | Certificates, colourful - A4 | 35 |  |  |
| 9 | Frames for the certificates A4 | 35 |  |  |
| 10 | Brochure A4 size - 25 pages | 200 |  |  |
| 11 | Branded Cups with colorful logos | 150 |  |  |
| 12 | Colourful informational leaflets - double-sided colorful sheet of paper | 300 |  |  |
| 13 | Business cards - Size - 5 cm X 8 cm | 100 |  |  |
| 14 | Memory stick(Flash drive) - with colourful logos | 100 |  |  |
| 15 | Power banks - with colourful logos | 100 |  |  |
|  | **Total** |  |  |  |

15**.** Regarding the price offer

*Please mark one of the following options:*

I declare that the price include all costs incurred by the Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions),computer equipment, cellular communication and software (word processor / spreadsheet) as well as the costs of accommodation in Georgia, food, insurance, local travel (unless travel is ordered separately by Contracting Authority), computer equipment, cellular communication and software (word processor / spreadsheet / power point).

"I declare that the price offer does not include the following costs incurred by the Economic Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_"

16. I declare that all information and statements given in the above offer are up-to-date

and truthful and have been presented with full awareness of the consequences of misleading the ordering party in presenting the information.

17. The attachments to this form, which form an integral part of the offer is:

1) Service Provider Fiscal Form

|  |  |  |
| --- | --- | --- |
| *(place, date)* |  | *(signature of an applicant, or authorized representative*  *to represent the applicant)* |

1. Failure to provide the information requested on this application, or late submission, may result not considering your application. [↑](#footnote-ref-1)