

DOCUMENT IV: Annexes for presenting offers

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Annex 1: Contact information of the Bidder

To be completed by the Bidder and included in the Bid, inside File A (technical bid)

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------|--------------------------------------------------------------|
| BIDDER | | | |
| 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? | | | <input type="checkbox"/> No <input type="checkbox"/> 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 Manufacturer]</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 _____2020

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)

| Experience in the provision of similar services <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: | |

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

Signature:

Seal:

Annex 5: Presentation demonstrating that the Bidder complies with what it is requested in the
TORs

To be developed by the Bidder and included in the Bid, inside FILE A (technical bid)

Annex 6: Presentation of the financial bid

To be completed by the Bidder and included in the Bid, inside File B (financial bid)

[city and date]

A: Headquarters Building of the World Tourism Organization
Poeta Joan Maragall 42, 28020, Madrid, Spain

Ref: N° RFP/IDT/2020-02 - Marketing Plan implementation for UNWTO
Tourism Online Academy

Mr./Ms. _____, with National Identification Number _____
_____ in representation of the company _____
with Tax Identification Code _____, in his/her capacity as _____,
acknowledges and accepts in full all documents forming part of this tender, consisting of:

- 1) The Invitation to Bid published on the website of the UNWTO dated 16th October 2020
- 2) Document I: Tender information
- 3) Document II: Contract and General Conditions of Contract
- 4) Document III: Terms of Reference
- 5) Document IV: Annexes for presenting offers
- 6) Document V: Project description

Furthermore, we undertake, in the event of being awarded the contract, to execute such contract for a total price of [value in words] EUROS (value in figures] EUROS) (INCLUDING VAT)

The financial bid must cover all services provided (all-inclusive price) and include breakdown of:

- 1) advertising platform
- 2) Agency fee
- 3) applicable VAT

Likewise, we agree to maintain this offer for the period stipulated in Document I: Tender information, clause 5.1

In witness whereof this statement is signed in onofof

We understand that the UNWTO is not bound to accept the lowest bid or any of the bids it may receive.

Name of Bidder: *[indicate complete name]*
Address of Bidder: *[indicate address, telephone, fax, e-mail]*
Authorized Signature: *[signature of the person authorized by the Bidder]*
Name and Position: *[full name and position of the person signing the Bid]*
Seal: *[affix official stamp of the Bidder]*