

## **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, in File A (technical bid)**

<b>BIDDER</b>			
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 Benin?			No
			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, in 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 Bidder]</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 \_\_\_\_\_2021

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, in File A (technical bid)**

<b>Experience in the provision of similar services</b> <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***[use a separate table for each contract]*

Nature of services provided:		
Contract:	Amount:	
	Currency:	
Dates of the Contract:	Awarding:	
	Completion:	

Annex 5: Technical bid information

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

Annex 5 should include the following information:

1. Interpretation of the Terms of Reference. The bidder is required to indicate what are the main strategic and operational elements of the project and their recommendations on why these elements are important for the tourism sector in Benin (maximum 2 pages).
2. Proposed methodology. The bidder should clearly outline the proposed methodological approach including description of each activity, proposed deployment of experts, proposed deliverables (no page limit).
3. Project work plan including scheduling of activities and deliverables. Either week or month format, illustrating Item 2 (Proposed methodology).

***If the bidder is submitting a proposal for two or more lots, a different document for Annex 5 (technical bid) should be included for each of the lots.***

Annex 6: Presentation of the financial bid

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

[city and date]

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

Ref: RFP/TECO/2021-01 "Technical assistance to develop and promote the tourism industry in Benin "

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 26 March 2021
- 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

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

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]*

*If the bidder is submitting a proposal for two or more lots, a different document for Annex 6 should be included for each of the lots.*



Annex 7: Breakdown of costs (inclusive of VAT) template

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

*If the bidder is submitting a proposal for two or more lots, a different document for Annex 7 should be included for each of the lots.*