## FORM A. Tender Application

|  |
| --- |
| To be filled in by an ATIC employee |
| Date of receipt of the offer by ATIC | Registration number |
| "\_\_\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2021 | No. \_\_\_\_\_\_\_\_\_ |
| Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPLICATION FOR PARTICIPATION IN TENDER**

Having read the RfQ-OPS-2021-006 for the Provision of Translation and interpretation services on a Long Term Agreement basis for the National Association of ICT Companies (ATIC) and its projects, we, the undersigned, hereby offer the following services in accordance with the terms of the above RfQ.

**1. GENERAL INFORMATION ABOUT THE PARTICIPANT**

|  |  |  |
| --- | --- | --- |
| 1. | Legal name of the offeror: |  |
| 2. | Legal address: |  |
| 3. | Actual address: |  |
| 4. | Date of state registration: |  |
| 5. | Full name and position of the entity Head |  |
| 6. | Phone number of the entity Head: |  |
| 7. | Contact person: |  |
| 8. | Contact person's phone number: |  |
| 9. | Contact person's email address: |  |
| 10. | Web Site: |  |
| 11. | Bank details: |  |
| 12. | Nature of business of the offeror according to the Certificate from the Unified State Register and / or the Charter of the legal entity: |  |

By signing and submitting this application \_\_\_\_\_\_\_\_\_ [ name of the offeror] agrees to do the following if ATIC determines this offer to be successful:

* not to make any changes to the offer and adhere to the terms of this offer for the period of its validity, which is 120 calendar days from the date of its submission. This offer can be accepted by ATIC at any time before the end of its validity period;
* to sign a contract within 30 days from the date of acceptance of this offer with mandatory compliance with the provisions of the agreement;
* to provide the necessary services in accordance with the terms of this offer;
* to ensure the completeness and accuracy when executing this offer in the form, prices/tariffs and within the terms specified in this offer and RFQ, in particular in the technical requirements for the subject of purchase.

By signing and submitting this Application, the offeror agrees to the following:

* the offeror has read the RFQ published by ATIC;
* the offeror accepts all the requirements and conditions of the RFQ
* ATIC is not obligated to accept the best-priced offer or any of the offers received. Until the moment of signing the contract ATIC does not have any obligations towards the offerors or potential offerors;
* ATIC reserves the right to reject offers of all offerors in case of non-compliance;
* this offer and RFQ are integral parts of the relevant contract for the purchase of services to be concluded between ATIC and the successful offeror;
* participation of related persons in the tender or collusion of offerors is prohibited. If such facts have been discovered, the results of the tender will be canceled or the contract with the selected supplier will be terminated unilaterally before the deadline with the mandatory return of all assets received by such contractor under the contract and compensation for losses caused to ATIC;
* to provide services only through one legal entity/individual and not to have the right to change the service provider during the term of the agreement. The exception is the reorganization of a legal entity / name change / merger.

We / I hereby confirm our legal, financial and other ability to fulfill the terms of this offer and RFQ to enter into a contract for the supply of services and faithful representation of all information specified in the offer.

Authorized person to sign the offer on behalf of [name of the offeror] in accordance with the Charter:

|  |  |
| --- | --- |
| Date: |  |
| Signatory’s Name: |  |
| Position: |  |
| Signatory: |  |

Annex B. Letter of Transmittal

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror*

To: National Association of ICT Companies

 Str. Studentilor 9/11

Tender reference No.: RFQ # \_\_\_\_\_\_\_\_\_\_\_\_\_

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any ATIC or above-mentioned project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to ATIC’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Does the company have an active bank account (Yes/No)?

Official name associated with bank account (for payment):

## FORM C. Certificate Of Independent Price Determination

**Certificate of Independent Price Determination**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(hereinafter called the "offeror")

*(Name of Offeror)*

(a) The offeror certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to— (i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offeror’s organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*insert full name of person(s) in the offeror’s organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror’s organization*];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

Company Name:

By (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## FORM D. Certification Regarding Responsibility Matters

**CERTIFICATION REGARDING RESPONSIBILITY MATTERS**

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that -

(i) The Offeror and/or any of its Principals -

1. Are ☐, are not ☐, presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency/EU agency;
2. Have ☐, have not ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal/EU, state, or local) contract or subcontract; violation of Federal/ or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal/EU/local criminal tax laws, or receiving stolen property;
3. Are ☐, are not ☐, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;
4. Have ☐, have not ☐, within a three-year period preceding this offer, been notified of any delinquent Federal/EU taxes in an amount that exceeds $3,000 for which the liability remains unsatisfied.

(ii) The Offeror has ☐ has not ☐, within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal/EU agency.

(2) “Principal,” for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions). This certification concerns a matter within the jurisdiction of an agency of the United States[[1]](#footnote-1)/Republic of Moldova and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Section 1001, Title 18, US Code/ local legislation.

(b) The Offeror shall provide immediate written notice to ATIC if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by ATIC may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available ATIC, ATIC may terminate the contract resulting from this solicitation for default.

Company Name:

By (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORM E. Evidence Of Responsibility Statement

**Evidence of Responsibility Statement**

This statement describes the offeror’s internal policies and procedures, as well as its ability to comply with the terms and conditions of a potential subcontract resulting from RFQ/RFP No.\_\_\_\_\_\_\_\_. The offeror shall complete the information in this statement as part of its proposal.

Company Name:

**1. Authorized Negotiators**

The offeror’s proposal in response to RFQ No. may be discussed with any of the following individuals. These individuals are authorized to represent our company in negotiation of this proposal.

Names of authorized negotiator(s):

These individuals can be reached at the following office:

Address:

Telephone/Email:

**2. Adequate Financial Resources**

We hereby certify that the above-named company maintains adequate financial resources to manage any subcontract resulting from this offer.

**3. Ability to Comply**

We certify we are able to comply with the proposed schedule and period of performance, having taken into consideration all existing business commitments, commercial as well as governmental.

**4. Record of Performance, Integrity, and Business Ethics**

Our record of integrity is outstanding. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our Past Performance References, contained in the Technical Volume.

**5. Organization, Experience, Accounting and Operational Controls, and Technical Skills**

Describe how the subcontract will be managed:

**6. Equipment and Facilities**

We maintain the necessary facilities and equipment to carry out the subcontract.

**7. Eligibility to Receive Award**

We are qualified and eligible to receive an award under applicable laws and regulation. In addition, we have performed similar work – describe:

**8. Acceptability of Subcontract Terms and Conditions**

We have reviewed the solicitation document and attachments and agree to the terms and conditions set forth therein.

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Company Name:

By (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORM F. Financial Offer

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror*

**Quotation for RfQ #....**

Translation & Interpretation services fees

|  |  |
| --- | --- |
| **1.** | **WRITTENT TRANSLATION** |
| **1.1** | **Romanian - Russian** **Russian - Romanian** | **Order volume** | **Time frame** | **Fee/pag. (MDL)** |
| **Regular** | **Urgent** | **Regular** | **Urgent** |
| 1 - 15 pag. | 2 days | 1 day |  |  |
| 16 – 50 pag. | 5 days | 3 days |  |  |
| 51 - 100 pag. | 10 days | 6 days |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.2** | **Romanian – English****English - Romanian** | **Order volume** | **Time frame** | **Fee/pag. (MDL)** |
| **Regular** | **Urgent** | **Regular** | **Regular** |
| 1 - 15 pag. | 2 days | 1 day |  |  |
| 16 – 50 pag. | 5 days | 3 days |  |  |
| 51 - 100 pag. | 10 days | 6 days |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.3** | **Russian – English****English – Russian** | Order volume | **Time frame** | **Fee/pag. (MDL)** |
| **Regular** | **Urgent** | **Regular** | **Urgent** |
| 1 - 15 pag. | 2 days | 1 day |  |  |
| 16 – 50 pag. | 5 days | 3 days |  |  |
| 51 - 100 pag. | 10 days | 6 days |  |  |

|  |  |  |
| --- | --- | --- |
| **1.4** | **Desktop publish services fee, applicable for all written translation, MDL per page (source****document)** | **fee per page (MDL)** |
|  |

|  |  |
| --- | --- |
| **2.** | **ORAL TRANSLATION** |
| **2.1.** | **Language** | **Consecutive interpretation Fees** |
| Day (8hrs), MDL | Half day (4hrs), MDL | Hour, MDL |
| **English - Romanian and Romanian – English** |  |  |  |
| **English – Russian and Russian – English** |  |  |  |
|  | **Romanian – Russian and Russian – Romanian** |  |  |  |
|  |
| **2.2** | **Language** | **Simultaneous interpretation Fees** |
| Day (8hrs), MDL | Half day (4hrs), MDL | Hour, MDL |
| **English - Romanian and Romanian – English** |  |  |  |
| **English – Russian and Russian – English** |  |  |  |
| **Romanian – Russian and Russian – Romanian** |  |  |  |
|  |
| **2.3** | **Language** | **Whispered simultaneous interpretation Fees** |
| Day (8hrs), MDL | Half day (4hrs), MDL | Hour, MDL |
| **English - Romanian and Romanian – English** |  |  |  |
| **English – Russian and Russian – English** |  |  |  |
|  | **Romanian – Russian and Russian – Romanian** |  |  |  |

Please indicate which of the following Payment Terms are offered by you:

□ 5 days - 5%, □ 10 Days - 3.0% □ Other Trade Discounts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The financial offer is valid for 120 calendar days from the RfP deadline.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

1. Applicable for USAID financed projects [↑](#footnote-ref-1)