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| **PART C – TENDER FORM** | |
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| **Title of the contract** | Production of a TV documentary to raise awareness on retail investors’ impact through investments |
|  |  |
| **Internal reference No.** | 2DII/2024/OP/01/TV Documentary |
|  |  |
| **Name of the Tenderer** | (Specify) |
| **Name of the person authorised to submit the Tender** | (Specify) |
| **Position/Job title** | (Specify) |
| **Signature** | (Specify) |
| **Place** | (Specify) |
| **Date** | (Specify) |

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1. IDENTIFICATION OF THE TENDERER

Acting in the capacity of:

member of a joint tender (leader/member)

single tenderer

If joint tender:

* The group leader shall complete the **Identity Table** and the **Declaration Table**.
* Each member of the group submitting a joint tender (except the Group Leader) shall complete the **Member Identity Table** and the **Declaration Table**.

If single tender, please complete the **Identity Table** and the **Declaration Table**.

|  |  |  |
| --- | --- | --- |
| **Identity Table** | | Answer |
| Official name of Tenderer in full | |  |
| Official legal form | |  |
| Country of registration | |  |
| Statutory registration number | |  |
| VAT registration number | |  |
| Official address of Tenderer in full | |  |
| Internet address | |  |
| Authorised representative during the procurement stage | Name in full |  |
| Function/Position |  |
| Email |  |
| Phone number |  |

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| **Member Identity table** | | Answer | |
| Name of the company | |  | |
| Official legal form | |  | |
| Country of registration | |  | |
| Statutory registration number | |  | |
| Official address | |  | |
| Internet address | |  | |
| Authorised representative | Name in full | |  |
| Function/Position | |  |
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| **Declaration** by an authorised representative | |
| I, the undersigned, certify that the information given in this tender is correct, that I accept the conditions set out in the RFT, the Tender Form and that the tender is valid. | |
| Name in full and title |  |
| Function/Position |  |
| Date and place |  |
| Signature |  |

1. **QUESTIONNAIRE FOR JOINT TENDERS AND SUBCONTRACTING**

**Joint tender**

|  |  |
| --- | --- |
| 1. Does your tender involve more than one tenderer? | Yes  No |
| *Power of attorney (Appendix 1) and questions 2 and 3 below must*  *filled in and answered only if the answer to question 1 is “Yes”.* |
| 1. Please fill in the name of the company authorised (through Power of attorney) to act as a leader on behalf of all companies providing the joint tender | (answer) |
| 1. Please fill in the names of the other companies taking part in the joint tender | (answer) |
| 1. Role of each company (group leader and each group member) |  |

**Subcontracting**

|  |  |
| --- | --- |
| 1. Does your tender involve subcontracting? | Yes  No |
| If so, please provide information regarding each identified subcontractor below. The below table shall be filled only in case of subcontractors whose share of the contract value is above 5% or whose capacity is necessary to perform the Services. | |

|  |  |  |
| --- | --- | --- |
| **Subcontractor identification** | | |
| **Identification details** | **Roles/tasks during contract execution** | **Proportion of subcontracting  (% of contract volume)** |
| Full official name of the identified subcontractor |  |  |
| Registered address |
| Statutory registration number |
| VAT registration number |

1. **TENDER TEMPLATE FORM**

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| **Creativity (Criteria 1)**   * Describe the concept you will develop to captivate the audience (approach, storytelling). * Present the structure you envision for the TV documentary (rhythm, duration, visual effects, and other potential interactive elements). * Precise the additional format(s) you would develop (other than the teaser) to catch audience attention.   **Experience (Criteria 2)**   * Present (shortly) the company(ies) economic activities, organisational structure, average total manpower and current number of staff working in the areas relevant to this Tender. * Indicate the role and tasks of the group leader and each group member (only applicable for joint tenders). * Present (shortly) the profile of staff working in the Tender. * Describe the company(ies)’ experience in documentary filming and its (their) portfolio. * Detail completed/on-going contracts of similar nature and complexity. Minimum 2 similar contracts carried out over the past 5 years, with minimum value of EUR 80,000 each. * Describe company(ies) level of expertise in sustainable topics if relevant.   **Collaboration (Criteria 3)**   * Describe the concrete steps to start the project, endorse the different stakeholders, and fuel and implement the creative process.   **Shooting & Resources (Criteria 4)**   * Precise the process to realize the shooting (requirements and constraints) and the resources needed for each step (staff, materials, locations).   **Planning (Criteria 5)**   * Present the timeframe needed to execute the project with key milestones. |

1. **PRICING**

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| * The quoted price shall be that amount which is necessary to carry out all of the work required to satisfy the requirements set out in this RFT; this sum shall include all costs. * The price tendered must be expressed in EURO only and inclusive of VAT. * The price tendered must be all-inclusive, i.e. including but not being limited staff cost, subcontracting costs if applicable, travel & subsistence, administrative costs, profit margin and all other costs/expenses. * A breakdown of these costs should be provided according to how your company conducts such an undertaking. * Tenderers shall supply an hourly rate for staff costs. |

# APPENDIX 1 – POWER OF ATTORNEY

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Internal Reference No.:** 2DII/2024/OP/01/TV Documentary  **Title of the contract:** Production of a TV documentary to raise awareness on retail investors’ impact through investments.  **POWER OF ATTORNEY**  The undersigned:  **Group member:**   * **Name, Function, Legal entity name, Registered address, VAT Number**   having the legal capacity required to act on behalf of the entities s/he represents,  HEREBY AGREE TO THE FOLLOWING:   1. To submit a joint tender (the tender) as member of a group of tenderers (the group), constituted by **Insert names of Legal entity 1, Legal entity 2, ... Legal entity N – the name of the group leader must be included here** (the group members), and led by **Insert name of Legal entity 1** (the group leader), in accordance with the terms and conditions of this tender to which this Power of Attorney is attached. 2. If the Contracting Authority awards a contract resulting from this RFT to the group on the basis of the tender to which this Power of Attorney is attached, payments by the Contracting Authority related to the services subject to the contract shall be made through the bank account of the group leader indicated in the contract. 3. The group members grant to the group leader all the necessary powers to act on their behalf in the submission of the tender and the conclusion of the contract, including: 4. The group leader shall submit the tender on its own behalf and on behalf of the other group members and indicate the name and e-mail address of an individual as a single point of contact authorised to communicate officially with the Contracting Authority in connection with the submitted tender on behalf of all group members, including in connection with all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature. 5. The group leader shall sign any contractual documents, including the contract and amendments thereto, and shall warrant the submission of any invoices related to the performance of the contract on behalf of all group members. 6. The group leader shall act as a single contact point with the Contracting Authority in the delivery of the services subject to the contract. It shall coordinate the delivery of the services by the group to the Contracting Authority and shall see to a proper administration of the contract.   Any modification to the present Power of Attorney shall be subject to the Contracting Authority’s express approval. This Power of Attorney shall expire when all the contractual obligations of the group have ceased to exist. The parties cannot terminate it before that date without the contracting authority’s consent.   |  |  |  |  | | --- | --- | --- | --- | | **Group leader** | | **Group member** | | | Name |  | Name |  | | Position |  | Position |  | | Company |  | Company |  | | Place |  | Place |  | | Date |  | Date |  | | Signature |  | Signature |  | |

# APPENDIX 2 – SUBCONTRACTOR’S DECLARATION OF INTENT

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| To the attention of:  *Official Name of the Group Leader organisation*  *Responsible person name*  *Adress of the Group Leader organisation*  **COMMITMENT LETTER BY IDENTIFIED SUBCONTRACTOR**  I, the undersigned,  Name:  Function:  Legal entity:  Registered address:  VAT Number:  having the legal capacity required to act on behalf of insert name of the subcontractor, hereby confirm that the latter agrees to participate as subcontractor in the tender of insert name of the tenderer (Group leader of the joint tender) for the call for tenders *2DII/2024/OP/01/TV Documentary – Production of a TV documentary to raise awareness on retail investors’ impact through investments*.  In the event that the tender of the aforementioned tenderer is successful, insert name of the subcontractorcommits itself to make available the resources necessary for performance of the contract as a subcontractor and to carry out the services that will be subcontracted to it in compliance with the terms of the contract. It further declares that it is not subject to conflicting interests, which may negatively affect the contract performance, and that it accepts the terms of the procurement documents for the above call for tenders, in particular the contractual provisions related to checks and audits.  Name:  Position:  Company:  Place:  Date:  Signature: |

# APPENDIX 3 – DECLARATION OF HONOUR

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **DECLARATION OF HONOUR**  I, name of the declarant, of name of the entity do sincerely declare that:   |  |  | | --- | --- | | 1. |  | |  | I am function/role of the declarant of name of the entity and am authorised by name of the entity to make this declaration that relates to a tender (“the Tender”) submitted by name of the group leader organisation of the joint tender in response to an RFT with reference *2DII/2024/OP/01/TV Documentary* and title *Production of a TV documentary to raise awareness on retail investors’ impact through investments* published by the Asso 2 Degrees Investing Initiative (“the Contracting Authority”). | | 2. | Neither name of the entity nor any person who is member of the administrative, management or supervisory board of name of the entity nor any person who has powers of representation, decision or control in name of the entity has: | |  | ever been the subject of a conviction for participation in a criminal organisation as defined in Article 2 of the Council Framework Decision 2008/841/JHA. | |  | ever been the subject of a conviction for corruption, as defined in the national law of the Contracting Authority. | |  | ever been subject of a conviction for fraud. | |  | ever been subject of a conviction for terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision. | |  | ever been subject of a conviction for child labour or other forms of trafficking in human beings as defined in Article 2 of the Directive 2011/36/EU of the European Parliament and of the Council. | | 3. | name of the entity | |  | Is not in breach and has not breached its obligations relating to the payment of taxes and social security contributions. | | 4. | name of the entity | |  | Has, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services provided, that have been stablished by the EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016) | |  | Is not in bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations. | |  | Is not guilty of grave professional misconduct. | |  | Has not entered into agreements with other economic operators aimed at distorting competition | |  | Is not aware of any conflict of interest due to its participation in the Competition. | |  | Has not undertaken unduly influence the making-decision process of the Contracting Authority in respect of the Competition or obtain confidential information that may confer upon it, undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence or decisions concerning exclusion, selection, or award. | | 5. | name of the entity | |  | Does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same). | | 6. | Any subcontractor on whose capacity name of the entity relies as part of the Tender does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same). | | I understand and accept that the Contracting Authority has the right to disqualify this Tender, if any of the above points are not declared, or if any of false information is provided in any of the documents presented to this Tender. | | |  | | | Name:  Position:  Company:  Place:  Date:  Signature | | |  | | |

**APPENDIX 4 – CHECKLIST**

Checklist of the required documents to accompany the Tender.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **N.** | **Document** | **Check** | | | |
| 1 | Cover page of Part C – Tender Form duly completed | Yes |  | No |  |
| 2 | Identification of the Tenderer duly completed and signed by the Tenderer (and group members if joint tender) (Section 1 of Part C – Tender Form) | Yes |  | No |  |
| 3 | Questionnaire for joint tenders and subcontracting (if applicable) duly completed (Section 2 of Part C – Tender Form) | Yes |  | No |  |
| 4 | Tender Template Form duly completed (Section 3 of Part C – Tender Form). | Yes |  | No |  |
| 5 | Pricing sufficiently detailed (Section 4 of Part C – Tender Form) | Yes |  | No |  |
| 6 | Power of Attorney (if joint tender) duly completed and signed by group leader and by each group member (Appendix 1 of Part C – Tender Form). | Yes |  | No |  |
| 7 | Subcontractor’s declaration of intent (if applicable) duly completed and signed by each subcontractor (Appendix 2 of Part C – Tender Form). | Yes |  | No |  |
| 8 | Declaration of Honour duly completed and signed by Tenderer (in case of joint tender by the group leader and each group member) (Appendix 3 of Part C – Tender Form). | Yes |  | No |  |
| 9 | Legal identification document or Organization’s registration certificate of the Tenderer (in case of joint tender by the group leader and each group member). | Yes |  | No |  |
| 10 | Tax registration certificate of the Tenderer (in case of joint tender of the group leader and each group member). | Yes |  | No |  |
| 11 | The audited financial statements of the Tenderer (in case of joint tender of the group leader and each group member) for the past two years to demonstrate financial capability to carry out the engagement to completion. | Yes |  | No |  |