# BIDDER’S INFORMATION FORM

I, the undersigned, by submitting this Proposal, hereby confirm that these instructions are accepted in full and without restriction, including the proposed ILO Contract being used for this bidding procedure and resulting contract.

|  |  |
| --- | --- |
| **1. SUBJECT** | |
| Request for Proposal: | [Insert Reference N°] |
| Requirements: | [Insert Title] |

|  |  |
| --- | --- |
| **2. BID SUBMITTED BY A SINGLE ECONOMIC OPERATOR** | |
| Bidder: | [Insert Full Name of the entity submitting a bid] |

|  |  |
| --- | --- |
| **3. BIDDER INFORMATION1** | |
| Corporate Name: |  |
| Legal Status: |  |
| Authorised Capital: |  |
| Headquarters Address: |  |
| Place of Business Address: |  |
| Telephone: |  |
| Fax: |  |
| Trade Registered N°: |  |
| VAT N°: |  |
| Date established: |  |
| Permanent Workforce: |  |
| Number of Secondary Offices: |  |
| Names of Main Managerial Staff: | 1) |
|  | 2) |
|  | 3) |
| Names and Job Positions of Person | 1) |
| Authorized to represent the | 2) |
| Company: | 3) |
| Certification (if any): |  |
| Accreditation (if any): | [Type and Validity] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Turnover, Net Income for the past Three Financial Years: | | | | |
| [Currency] | Year 1 [i.e. 2011] | Year 2 [i.e. 2012] | Year 1 [i.e. 2013] | Average |
| Turnover |  |  |  |  |
| Net Income (+/-) |  |  |  |  |
| Comments |  |  |  |  |

1 *This information shall be provided by* ***each*** *member of the consortium and any subcontractor(s).*

|  |  |  |  |
| --- | --- | --- | --- |
| **4. SUMMARY OF WORK DISTRIBUTION** | | | |
|  | **Name** | **Scope of Work/Tasks/Sub- Tasks** | **% of the Proposal Price** |
| **[Bidder]** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [if applicable] |  |  |  |
| **[Sub-contractor]** |  |  |  |
| **[Sub-contractor]** |  |  |  |
| **[Sub-contractor]** |  |  |  |
|  |  |  |  |



As requested in Annex I, Instructions to Bidders, paragraph 3.1.1 b): Bidder’s Information Form, the following documents are attached to this form:

Certificate(s) conforming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;

The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement “certified true copy”, the date and the signature of a person authorized to represent the company;

A copy of the last three financial statements by the Bidder, certified by independent auditors.

**5. MANDATORY DOCUMENTS**

# COMPANY STAMP

Signature: ………………………………… Name: …………………………………….. Position: ………………………………….. Tel/Fax: ………………………………….. E-mail: ………………………………….. Date: ……………………………………