Annex 3 to the Simple Procurement

**Tender Form for Simple Procurement: Risk assessment tool ERG22+ and its methodology**

**Bidder's General Information**

|  |  |
| --- | --- |
| Business Name of the Bidder |  |
| Bidder’s Registration Code |  |
| Bidder’s Legal Address |  |
| Bidder’s Representative for Signing the Contract |  |
| Bidder’s Contact Person/Authorized Person for Contract Execution  Name and Contact Details (email address, phone number) |  |

1. **Cost Breakdown of the Bid by Expense Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense Item** | **Unit** | **Unit Price** | **Quantity** | **TOTAL (euros)** |
| Pre-meeting | Academic hours |  | 3 |  |
| 2-day workshop | Academic hours |  | 16 |  |
| Consultation | Academic hours |  | 4 |  |
| Preparation of training materials | *Please indicate* |  |  |  |
| Total Bid Amount (Excluding VAT) | | | |  |
| VAT: | | | |  |
| **Total Bid Amount (Including VAT)** | | | |  |

\* Please include other organizational costs (travel, accommodation) in the relevant existing cost breakdown row.

1. We confirm that we shall provide the Service according to the conditions of the Technical Specifications.
2. We confirm that the offered price includes all fees (including transport and accommodation), and the bidder is aware that no additional fees may be charged for work performed under the terms of reference for the bid.
3. We confirm that the bid remains valid for at least the period specified in the small procurement document.
4. We confirm that the bidder is aware that the contracting authority will not make any advance payments.
5. We confirm that the bidder is aware of the requirement to specify in the bid which information constitutes trade secrets, along with justification.
6. **Bidder’s Team Member**

The trainer should have:

* + Higher education (**diploma**).
  + Has used ERG22+ in a judicial system at least **5 years**.
  + Has provided at least 3 workshops on the topic of the use of ERG22+ in the last 3 years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Bidder’s Project Member’s First and Last Name** | **Project Member’s Education** | **Experience in using ERG22+ in a judicial system – years of experience (please list relevant evidence)[[1]](#footnote-1)** | **Experience in providing workshops on the use of ERG22+ at least 3 years - how many workshops in 3 years (please list relevant evidence)[[2]](#footnote-2)** |
|  |  |  |  |

The Contracting Authority shall ask Bidders Project Member’s CV prior to the signing of the agreement.

1. Trainer who has used ERG22+ in a judicial system for more than 7 years shall get 10 points. [↑](#footnote-ref-1)
2. Trainer who has provided more than 3 workshops on the topic of the use of ERG22+ in the last 3 years shall get 10 points. [↑](#footnote-ref-2)