

DOCUMENT IV: Annexes for presenting offers

Table of Contents

Annex 1: Contact information of the Bidder

Annex 2: Authorization by the Board of Directors or Partners to present the bid

Annex 3: Declaration of being current with tax and social security obligations

Annex 4: General information and experience of the Bidder

Annex 5: Support documentation

Annex 6: Presentation of the financial bid

Annex 7: Breakdown of costs (inclusive of VAT)



Annex 1: Contact information of the Bidder

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

BIDDER			
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 Spain?			<input type="checkbox"/> No <input type="checkbox"/> 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, in 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 _____ 2022

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)

Experience in the provision of similar services <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 <i>[use a separate table for each contract]</i>		
Nature of services provided:		
Contract:	Amount:	
	Currency:	
Dates of the Contract:	Awarding:	
	Completion:	

Annex 5: Support documentation

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

The Bidder should include at least the following support documents/information:

Criteria	Support document/information required
Experience in running Startup/ innovation related events	<ul style="list-style-type: none"> - Number of events per year - Number of participants online and offline per year - Number of stakeholders in the innovation ecosystem and composition -Evidence (photos/videos) of past events
Social Media presence (or other means of demonstrating tangible size of network)	Outreach in Twitter, LinkedIn, Instagram and Facebook
Experience in designing communications assets	Evidence of communication assets (at least 2 examples)
Previous experience working with UN agencies and/or Governmental Institutions in Spain	-Evidence and/or success case of working with UN agencies and/or Governmental Institutions in Spain

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/IDT/2022-01 Organization of an SDG Global Innovation Forum
for UNWTO

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 19 April 2022
- 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] EUROS (value in figures] EUROS) (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 onofof

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]*

Annex 7: Breakdown of costs (inclusive of VAT)

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

Item	Breakdown of costs
Development of a creative concept and visual identity for the SDGIF.	
Based on the agreed visual identity and on finalized content provided by UNWTO, design and layout of core communications assets, example for budget: (1) pitch deck for presentations and disseminations, (1) brochure for the event, (1) programme designed	
Design and maintenance of a dedicated website, established before the press conference to announce the launch of the SDGIF and later gradually populated with updated news, materials.	
Creation of a video summary of the event.	
Creation and support in the definition of social media strategy in collaboration with UNWTO.	
Design and development of other sustainable corporate event materials needed for the event (signage, billboards, press kits, etc.). Provide example of price of (1) totem, (1) registration desk, (1) podium	
Support disseminating press releases and media coverage, organization of travel and logistics of speakers. Design of other material needed	
Other costs	
Total final cost	