

## SERVICE TENDER SUBMISSION FORM

Tender N°: T/GC400-417/2019/1

**Please supply one signed tender.** The attachments to this submission form may be in original or copy. If copies are submitted, the originals must be dispatched to TRIAL International upon request.

**All data included in this application must concern only the legal entity making the tender.**

Any additional documentation (brochures, letters etc.) sent with your tender will not be taken into consideration.

### 1. TENDERER

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Validity of the offer: \_\_\_\_\_ (minimum 4 months)

### 2. STATEMENT

I, undersigned, \_\_\_\_\_, being the authorized signatory of the above tenderer, hereby declare that I have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. I offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise my technical offer, and my financial offer, which is submitted in a separate, sealed envelope:

- Proof of registration as an independent consultant or company registration documents
- Service Tender Submission Form
- CV of the proposed consultant(s)
- Supporting document of the technical and professional capacity (if applicable)
- Offer Form

Signed by the tenderer:

<b>Name of the independent consultant or authorized representative in case of legal entity</b>	
<b>Signature</b>	
<b>Date</b>	

### 3. AREAS OF SPECIALISATION

Indicate your areas of specialist knowledge by placing a tick (✓) in the box corresponding to the specialization in which you have significant experience. (Maximum 10 specializations.)

Areas of specialist knowledge	Tenderer's areas of specialist knowledge
Professional certificate appropriate to this contract, such as a Master's Degree in International Human Rights Law, Humanitarian Law or International Criminal Law	<input type="checkbox"/>
Extensive knowledge on the legal aspects of enforced disappearance and extra judicial killing, PhD desirable.	<input type="checkbox"/>
At least 10 years of relevant experience in the human rights sector.	<input type="checkbox"/>
Experience at developing and delivering trainings on the documentation and litigation of cases of human rights abuses in general, preferably in Nepal.	<input type="checkbox"/>
Experience at litigation of human rights, preferably in Nepal.	<input type="checkbox"/>
Experience in conducting advocacy on enforced disappearance or extra judicial killing within the framework of the human rights mechanisms at the international level.	<input type="checkbox"/>
Experience in conducting advocacy on the Nepalese human rights situation at the international level (Human Rights Committee, Special Rapporteurs, UNWEID, or other similar bodies).	<input type="checkbox"/>
Comfortable working with victims of human rights abuse with a range of special needs.	<input type="checkbox"/>
Fluency in English mandatory, knowledge of Nepalese dialects desirable.	<input type="checkbox"/>

Provide any supporting document of the technical and professional capacity (if applicable).

#### 4. EXPERIENCE

Please fill in the table below the most relevant projects related to this contract carried out over the past 5 years (maximum 5).

Name of client	Type and scope of services provided	Description of project	Target Country / Group	Dates (start/end)


## 5. ORGANISATION AND METHODOLOGY

In the space below, draft a short description of your proposed action for the four assignments:

- Assignment 1 Brief description of the learning objectives, methodology and evaluation for the training sessions.
- Assignment 2 Brief description of the facilitation of the training session
- Assignment 3 Brief description of the learning objectives methodology and evaluation for the coaching program.
- Assignment 4 Brief description of the methodology for the development of the advocacy reports



## 6. TENDERER'S DECLARATION

Dear Sir/Madam

In response to your letter of invitation for tender "T/GC400-417/2019/1" we, <Name of the independent consultant or authorized representative in case of legal entity>, hereby declare that we:

- are submitting this tender on an individual basis for this contract. We confirm that we are not participating in any other tender for the same contract in any form;
- agree to abide by the ethics clauses in Section 13 of the instructions to tenderers, have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other tenderers or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this tender according to Section 2.5.4. of the [practical guide](#);
- will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
- fully recognise and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 2.6.10.1.1. of the [practical guide](#) or if the declarations or information provided prove to be false they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the contract being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force;
- are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

Date:

Name of the independent consultant or authorized representative in case of legal entity:

Signature of the independent consultant or authorized representative in case of legal entity:

## 7. DECLARATION OF HONOUR ON EXCLUSION AND SELECTION CRITERIA

The undersigned [name of the independent consultant or authorized representative in case of legal entity], representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number:  (‘the person’)	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: (‘the person’)

### SELECTION CRITERIA

declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender documents:	YES	NO
(a) It fulfills the applicable technical and professional criteria indicated in this international call for tender.	<input type="checkbox"/>	<input type="checkbox"/>

### EVIDENCE FOR SELECTION

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender documents and which are not available electronically upon request and without delay.

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Yours faithfully,

Date:

Name of the independent consultant or authorized representative in case of legal entity:

Signature of the independent consultant or authorized representative in case of legal entity: