



Grassroots Initiative for Strengthening Community Resilience

Plot No 174 Adamawa Street off Damboa Road Maiduguri Borno State

ANNEX 1 - TENDER SUBMISSION FORM

| 1. SUBMITTED by (i.e. the identity of the tenderer) | |
|--|--|
| Tenderer | |
| Legal Name <i>(if different from above)</i> | |
| Legal Address | |
| Postal Address for Tender <i>(if different from above)</i> | |
| Nationality <i>(country of registration)</i> | |
| VAT Registration Number | |

| 2. CONTACT PERSON for this Tender (to act as focal point for all communication which may take place between the GISCOR and the tenderer) | |
|--|--|
| Name | |
| Organization | |
| Address | |
| Telephone | |
| E-mail | |

| 3. AUTHORISED SIGNATORY for this Tender (i.e. legally authorized representative of the tenderer) | |
|--|--|
| Name | |
| Position | |
| Address | |
| Documentary Evidence Attached | <input type="checkbox"/> Supporting documents providing evidence that above-mentioned signatory is legally empowered to represent / sign on behalf of the tenderer attached. |

| 6. SUBMISSION CHECKLIST (i.e. content of the offer) - Our tender is made up of the following documents, duly signed and dated: | |
|--|-----------------------------|
| ENVELOPE A – ESSENTIAL CRITERIA | |
| | Select Yes or No to show If |

| | provided |
|--|-----------|
| ✓ Tender Submission Form (front page of administrative documents) – using template in Annex 1. | YES or NO |
| ✓ Company registration, company profile, TIN and CAC registration | YES or NO |
| ✓ Legalized copy of the tax certificate up to date. | YES or NO |
| ✓ Vendors registration form | YES or NO |
| ✓ Vendors code of conduct | YES or NO |
| ✓ Legal Representatives Identification (ID card) | YES or NO |
| ENVELOPE B – TECHNICAL DOCUMENTS (Signed and stamp) | |
| ✓ Technical & Professional Capacity Documents (see in 5a. Evaluation Criteria (Scoring matrix)) | YES or NO |
| ✓ Technical Offer (see in annex B)-using the template | |
| ENVELOPE C - FINANCIAL DOCUMENTS (one signed original & <number> copies) | |
| ✓ Financial Offer (see in annex B) - using the template | YES or NO |

7. DECLARATION

I, the undersigned, **being the authorized signatory** of the above tenderer (including all consortium members, in the case of a consortium), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender specifications for the tender procedure referred to above.

Furthermore we/I hereby solemnly declare that:

- We/I accept the validity period stipulated in the Tender Specifications.
- We declare and confirm our/my unconditional and irrevocable **acceptance of all the terms and conditions** set out in the tender documents and, where appropriate, waiver of our/my own general or specific terms and conditions. *Please note that this acceptance shall be fully binding on the tenderer as of submission of the tender and, in case of successful contract award, for the entire duration of the contract.*
- We/I are aware that should the contract be awarded to us/me, We/I hereby undertake to duly sign it with the same terms and conditions and substantially in the form enclosed in the tender documents.
- We/I are also aware and agree that non-acceptance of terms and/or conditions as cited above **may lead to the exclusion of our/my tender** for non-compliance with the tender conditions.

| | |
|-----------------------------|--|
| Name | |
| Date & Signature | |