



Tender Dossier

Procurement of Consulting Services

Regional Employment Report on the Western Balkans 6

Reference: 003-017

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1. SUBJECT OF THE TENDER

Subject of the tender: Procurement of consulting services (team of experts on employment)

Title: Regional Employment Report on the Western Balkans 6

Period of Services: March 2017 to 31 May 2017

2. TIMETABLE

| ACTION | DATE | TIME |
|---|------------------|------------------------------|
| Publication of the Tender | 2 February 2017 | |
| Deadline for any clarification requests to the Contracting Authority | 14 February 2017 | |
| Last date on which clarifications are issued by the Contracting Authority | 17 February 2017 | |
| Deadline for submission of bids | 3 March 2017 | 15:00 Central European Times |

3. PARTICIPATION

Participation in this tender procedure is open to the **respective legal entities or individual consultants within bidding consortia**. The bidder should have **extensive experience** in conducting consultancy services in the area of labour market analysis. Specific knowledge of and experience in the assessment of employment and social policy measures in the Western Balkan economies is required.

Bidding consortia of individual consultants participating in this tender must indicate the members and show how the work is divided between them. Specifically, all members must name the **team leader** and authorise this member to represent the consortium and receive payments on behalf of the other members. A corresponding written authorisation, power of attorney must be attached to the bid.

With the submission of an offer, the bidder, or bidding consortium, accepts the contents and principles of Annex II Service Tender Submission Form and Annex III Statement of Exclusivity and Availability. If the said contents and principles of the Forms are violated by

the bidder or the bidding consortium, the RCC Secretariat reserves the right to exclude the bid.

4. CONTENTS OF BIDS

The offers, all correspondence and documents related to the tender exchanged by the bidder and the Contracting Authority must be written in English.

Supporting documents and printed literature furnished by the bidder may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpretation of the tender, the language of the procedure will prevail.

5. TECHNICAL OFFER

The Technical Offer must include the following documents:

- Company profile including a brief description (up to 2 pages) of the company. In case of a bidding consortium, the team leader should submit the profile of the consortium;
- Copy of Company's Registration Certificate (in case of legal entities). In case of a bidding consortium a corresponding written authorisation, power of attorney is accordingly treated;
- Financial records - company's balance sheet and profit-and-loss statement for the past 2 years (only in case of a bidding of legal entities);
- CV(s) of a team leader and experts of the project team, outlining relevant knowledge and experience as described in Annex I Terms of Reference, along with contact details of referees;
- Brief concept note describing the main issues, information, data sources, research and analytical tools to be employed by the author as well as structure of the study and timeline, as described in Annex I Terms of Reference;
- List of references for relevant activities implemented over the past 10 years demonstrating relevant experience in the subject matter;
- Service Tender Submission Form (Annex II);
- Signed Statements of Exclusivity and Availability (Annex III).

6. FINANCIAL OFFER

The proposed offer should include daily fee rate for consulting services; the fee rates should be broadly consistent with the EU framework rates for these types of professional services.

The financial offer should reflect the following:

- All figures should be expressed in EUR;
- VAT amount, if applicable, should be presented.

Annex IV Budget Breakdown

7. PERIOD DURING WHICH BIDS ARE BINDING

Bidders are bound by their bids for 90 days after the expiry of deadline for the submission of bids. In exceptional cases, before the period of validity expires, the Contracting Authority may ask bidders to extend the period for a specific number of days, which may not exceed 20 days.

8. ADDITIONAL INFORMATION BEFORE THE DEADLINE FOR SUBMISSION OF BIDS

Bidders may submit questions in writing to the following contact: ProcurementforRCC@rcc.int until **14 February 2017**.

No informative meeting is foreseen.

No site visit is foreseen.

9. SUBMISSION OF BIDS

Bids must be submitted by **15:00 Central European Time on 3 March 2017** via e-mail to ProcurementforRCC@rcc.int

Please make sure that the bid is submitted in two separate folders one containing Technical Proposal and the other Financial Proposal. The documents should be submitted in a form of copies of the originals.

Or

Hand delivered directly to the Contracting Authority to the following address:

Regional Cooperation Council Secretariat
Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V
71000 Sarajevo
Bosnia and Herzegovina

Providing the bid is received by the above date and time.

Bids received after the deadline for submission will not be considered.

Hand delivered bids must be submitted using the double envelope system, i.e. in an outer parcel or envelope containing 2 separate, sealed envelopes, one bearing the words "**Envelope A - Technical Offer**" and the other "**Envelope B - Financial Offer**".

Any infringement of these rules (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rules and will lead to rejection of the bid.

The outer envelope should carry the following information:

- Address for submission of bids indicated above;
- Reference code of the tender procedure to which the bidder is responding: **Tender No. 003-017**;
- Indicate reference number;
- Words "Not to be opened before the evaluation session";

- Name of the bidder.

10. WITHDRAWAL OF BIDS

Bidders may alter or withdraw their bids by written notification prior to the deadline for submission of bids. No bid may be altered after this deadline.

11. COSTS FOR PREPARING BIDS

No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder. In particular, if proposed experts were interviewed, all cost shall be borne by the bidder.

12. EVALUATION OF TECHNICAL AND FINANCIAL OFFERS

The technical and financial offers are evaluated in accordance with the following criteria:

| EVALUATION GRID | Maximum score |
|---|---------------|
| A. Technical Offer (A.1+A.2+A.3) | 100 |
| A.1. Track record, references and general experience of the bidder: General work experience; evidence of other contracts of the size comparable with that of the tender; experience with clients comparable to the Contracting Authority. | 20 |
| A.2. Quality and professional capacity of the team: CV(s) satisfy the criteria set forth in the Terms of Reference and demonstrate professional capacity and experience required; quality of the team inspires confidence. | 40 |
| A.3 Quality of an outline Concept Note: Bidder provided a clear outline of the work to be executed with a sound methodology; main challenges identified; the process is clear and the proposed use of resources adequate. | 40 |
| B. Financial Proposal/ cheapest price has maximum score | 100 |

Score for offer X =

A: [Total quality score (out of 100) of offer X / 100] * 80

B: [Cheapest price / price of offer X] * 20

In evaluating the financial offer, any arithmetical errors are corrected without penalty to the bidder such that, if applicable, where there is a discrepancy between a fee rate and the total amount derived from the multiplication of the fee rate by the corresponding number of working days, the fee rate as quoted shall prevail, unless in the opinion of the Evaluation Committee there is an obvious error in the fee rate, in which event the total amount as quoted shall prevail and the fee rate shall be corrected.

13. SELECTION OF THE MOST FAVOURABLE BIDDER

Selection of the most favourable bidder will be internal, in accordance with defined evaluation and award criteria and the RCC's procedures.

The best value for money is established by weighing technical quality against price on 80/20 basis.

In addition to the results of the technical and financial evaluation, competency-based interview might be held with the selected bidder.

The contract will be awarded to the highest qualified bidder based on the skills and expertise of the proposed project team, the quality of the technical proposal, i.e. concept note and the cost-effectiveness of the financial offer.

14. INFORMATION ON SELECTION OF THE MOST FAVOURABLE BIDDER

The RCC Secretariat shall inform candidates and bidders of decisions reached concerning the award of the contract as soon as possible, including the grounds for any decision not to award a contract for which there has been competitive tendering or to recommence the procedure.

Standard letter of thanks for participation to unsuccessful bidders shall be sent within 15 days after the contract is signed with the awarded bidder.

The candidates and bidders wishing to receive a feedback may send a request within 15 days after receipt of the standard letter of thanks.

The request may be sent to the e-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat
Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V
71000 Sarajevo
Bosnia and Herzegovina

15. GROUNDS FOR EXCLUSION

Candidates or bidders will be excluded from participation in a procurement procedure if it is known that:

- (a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) They have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;

- (d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- (e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

Contracts may not be awarded to candidates or bidders who, during the procurement procedure, are:

- (a) Subject to a conflict of interest;
- (b) Guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the contract procedure or fail to supply this information.

16. ADMINISTRATIVE AND FINANCIAL PENALTIES

Without prejudice to the application of penalties laid down in the contract, candidates or bidders and contractors who have been guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an earlier procurement procedure will be excluded from the award of all contracts and grants financed by the RCC for a maximum of 2 years from the time when the infringement is established as confirmed after an adversarial procedure with the contractor.

17. CONFIDENTIALITY

The entire evaluation procedure is confidential, subject to the Contracting Authority's policy on access to documents. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only.

18. SIGNATURE OF CONTRACT(S)

The successful bidder will be informed in writing that their bid has been accepted.

The selected bidder is expected to sign and date the contract and return it to the Contracting Authority within 7 days from the receipt of the contract already signed by the Contracting Authority. Other candidates will be informed that their bids were not accepted by means of a standard letter.

The selected bidder will be awarded the contract for services covering the entire period.

Contract proposal is not provided at this stage.

19. CONFLICT OF INTEREST

The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the contract must be notified in writing to the Contracting Authority without delay.

The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The contractor shall ensure that their staff, including their management, is not placed in a situation which could give rise to conflict of interests. The Contractor shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.

The Contractor shall refrain from any contact which would compromise its independence or that of its personnel. If the Contractor fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith.

The Contractor shall, after the conclusion or termination of the contract, limit its role in connection with the project to the provision of services. Except with the written permission of the Contracting Authority, the Contractor and any other Consultant/Expert, contractor or supplier with whom the Contractor is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the project.

Civil servants and other agents of the public administration of the RCC Participants, regardless of their administrative situation, shall not be recruited as experts in contracts financed by the RCC Secretariat.

The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to RCC Secretariat financing available under the same project unless they can prove to the Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition.

20. APPEALS PROCEDURE

Bidders believing that they have been harmed by an error or irregularity during the award process may petition the RCC Secretariat directly. The RCC Secretariat must reply within 15 days of receipt of the complaint.

The appeal request may be sent to the e-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat
Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V
71000 Sarajevo
Bosnia and Herzegovina

21. CANCELLATION OF THE TENDER PROCEDURE

In the event of cancellation of the tender procedure, bidders will be notified of the cancellation by the Contracting Authority. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes will be returned to the bidders.

Cancellation may occur where: the tender procedure has been unsuccessful, i.e. no qualitatively or financially worthwhile bid has been received or there is no response at all; the economic or technical data of the project have been fundamentally altered; exceptional

circumstances or force majeure render normal performance of the contract impossible; all technically compliant bids exceed the financial resources available; there have been irregularities in the procedure, in particular where these have prevented fair competition.

| | |
|-------------------------------|--|
| Terms of Reference: | Regional Employment Report on the Western Balkans 6 Team of Experts on Employment |
| Contracting Authority: | Regional Cooperation Council (RCC) Secretariat |
| Starting Date: | March 2017 |
| Reporting to: | RCC Secretariat |
| Duration: | March 2017 – 31 May 2017 (up to 150 working days) |
| Application Deadline: | 3 March 2017 |

I BACKGROUND

Purpose

The purpose of this assignment is to inform and contribute to the implementation of the SEE 2020 Strategy, with a focus on the Employment dimension. It will enhance the understanding of recent and current labour market trends and key underlying factors for job creation in the Western Balkans.

The main objective of this assignment is to provide a comparative overview of labour market data sources, methodologies and definitions, and analyse employment and labour market trends in the six Western Balkans economies, based on which an updated projection for the employment target of the SEE 2020 Strategy will be produced. Specifically, the assignment will:

- Provide a comparative overview of methodological developments, inputs and outputs of labour force surveys since 2010 in the Western Balkan economies.
- Analyse trends and underlying factors in Western Balkans labour markets since 2010.
- Develop an employment outlook towards 2020 and 6 national and a regional employment projection until 2020.
- Propose an extensive list of commonly available indicators on labour markets for the Western Balkan economies.

Background Information

In 2013, the South East European governments adopted the South East Europe (SEE) 2020 Strategy, which was developed by the RCC Secretariat in consultations with governments from SEE, the European Commission, and relevant regional and international institutions, following a mandate by the region's Ministers of Economy. The goal of the SEE 2020 Strategy is to improve living conditions in the region and bring competitiveness and development back in focus, closely following the vision of the EU strategy Europe 2020. It stresses out the shared vision of the SEE economies to open up to 1 million new jobs by 2020, by enabling employment growth in the region from 39% to 44%.

In furthering the work initiated under the Employment dimension of the SEE 2020 Strategy, the “*Employment and Social Affairs Platform*” (ESAP) was launched in 2016 and will last for 3 years. It is a regional project financed by the European Commission and jointly implemented by RCC and ILO in Albania, Bosnia and Herzegovina, Kosovo^{*}, Montenegro, Serbia and The Former Yugoslav Republic of Macedonia. The project aims to strengthen regional cooperation and institutional capacities of national administrations, employers' and workers' organisations, enabling them to develop and effectively implement labour market and social policy reforms in their EU enlargement process.

One of the specific objectives of the project is to establish a structured regional Employment and Social Affairs Platform. The Platform will aim to contribute to evidence-based policy making and will be structured in three sections: (1) a *database on WB labour markets, employment and social affairs* with detailed, comparable and up to date labour market, employment and social data from national and international sources, (2) a *document repository* of relevant legal, policy, programme and action documents and (3) section providing analysis and research.

Under the Analysis and Research section, the Employment Report will be produced on an annual basis to provide a comprehensive assessment of the situation and main trends in employment, labour markets and social development in the Western Balkans. The Employment Report will also serve as input to the SEE2020 monitoring process and will be used in the preparation of the SEE2020 Annual Report on Implementation.

II DESCRIPTION OF RESPONSIBILITIES

Objectives and Scope of the Assignment

The overall objective of the consultancy will be to make a regional comparative overview of labour market data collection and analyse employment and labour market trends in the six Western Balkans economies, based on which an updated projection for the employment target of the SEE 2020 Strategy will be produced.

The scope of services under this assignment includes the following tasks:

Task1: Employment and social data sources

¹This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

- 1.1. Map current social statistics data sources and surveys as conducted by offices of statistics in the 6 Western Balkan economies, including plans and interests until 2020.
- 1.2. Provide a comparative overview of methodological developments in labour force surveys (LFS) since 2010, identify areas of convergence and divergence with regard to LFS inputs and outputs and propose recommendations to enhance regional comparability and harmonisation and possible regional specific and relevant additional modules.

Task 2: Employment Report

- 2.1 Analyse trends and underlying factors in Western Balkans labour markets since 2010. This analysis should consider both long-term and short-term factors affecting labour markets and their outcomes. It should look at labour market flows, the structure and characteristics of the labour force, the situation of employment and unemployment in general and in particular that of target groups of interest, such as young, older, low-skilled workers, and women. Additionally, factors related to economic and sectoral development that affect job creation, both temporary and permanent, as well as short-term and long-term unemployment need to be considered.

Task 3: Employment projections

- 3.1. Produce employment projections for each individual economy and the 6 economies as a whole until 2020, based on an assessment of economic trends in individual economies taking into account developments in the wider region, and using a combination of model-based analyses using historical and projected data and expert judgement. Clearly specify assumptions and informed expert opinions about trends in the analysis. The definition of the projected indicator is employment rate for age group 20-64 as % of population aged 20-64, and it needs to be specified in the same way as the EU2020 target.

Task 4: Labour Market Indicators

- 4.1. Propose an extensive list of commonly available indicators on labour markets from the Western Balkan economies, spanning the period 2010-2016 that would be the basis for the regional database to be hosted by the Employment and Social Affairs Web Platform.

Methodology

In order to carry out the above tasks, the tender is open to applications covering individual tasks or all tasks together, in each case proposing a team leader and a core team of experts with relevant experience according to the specificities of the tasks.

The team is expected to come up with the best approach for undertaking this research. However, the following guiding principles should be taken into consideration:

- i. Desk review of primary and secondary data.
- ii. Interviews with relevant government ministries and other stakeholders.
- iii. Statistical/econometric methods as applicable.
- iv. Any other methods applicable.

Any meetings with relevant stakeholders in the region required by the experts within the duration of the assignment are an obligation of the experts. ESAP project and RCC staff may facilitate and/or attend such meetings, if deemed necessary by both parties.

Lines of Communication

The experts will submit all reports and timesheets to the ESAP Project Team Leader and RCC for review and approval of deliverables. The experts will work closely with the ESAP project team from whom they will seek guidelines to efficiently conduct the work. The final outputs will be shared with the national stakeholders and will be presented and discussed in a regional meeting of the ESAP working group. Upon invitation, experts will be required to participate and present their work in regional meetings. These costs will be treated separately and should not be included in the budget proposal under Annex IV.

Timeframe

The engagement is expected to start on ..March 2017 and end on 31 May 2017.

| Deliverables | Due date (from mobilisation) |
|---|-------------------------------------|
| • Detailed Methodology and Work Plan | 2 weeks |
| • First draft of the Study | 8 weeks |
| • Final version of the study to be submitted to RCC | 13 weeks |

The expert team is expected to use up to 150 days for this assignment, starting on March 2017 and ending on 31 May 2017.

III PROFILE AND COMPETENCIES OF TEAM LEADER AND EXPERTS

The team leader for this assignment needs to have at least 15 years of relevant experience and a proven track record in employment and labour market studies and research, experience with project management including overseeing project delivery, quality control and conflict resolution, and experience in managing teams of experts of at least 5 people.

The expert/s for Task 1 need to have at least 7 years of experience and specialised knowledge in social and labour market statistical analysis and research.

The expert/s for Task 2 need to have at least 7 years of experience and strong theoretical and empirical knowledge in analysing employment and labour market data and trends in the Western Balkans and a strong publication track record.

The expert/s for Task 3 need to have at least 7 years of experience in quantitative statistical and econometric analysis and research on economic and employment data.

The expert/s for Task 4 need to have at least 5 years of experience in collecting and analysing labour market data in the Western Balkan region.

Additional Qualifications:

| | |
|-------------------------------|--|
| Education: | <ul style="list-style-type: none"> Post-graduate degree in Social Sciences, Business, Economics, Statistics or related field. |
| Experience: | <p>Qualifications and Skills Required</p> <ul style="list-style-type: none"> Technical expertise in analysing issues of employment, labour market demand and supply, and social development in the Western Balkans, and the ability to draw strong and valid conclusions Excellent communication and report writing skills Analytical skills and ability to conceptualise and write concisely and clearly Able to interact with professionals of and representatives from the national administrations in the SEE region |
| Language requirements: | <ul style="list-style-type: none"> Fluency in English, as the official language of the RCC |

Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Core Competencies

- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Result-oriented; plans and produces quality results to meet the set goals, generates innovative and practical solutions to challenging situations;
- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations clearly;
- Team work: Ability to interact, establish and maintain effective working relations in a culturally diverse team;
- Ability to establish and maintain productive partnerships with regional and national partners and stakeholders.

IV QUALITY CONTROL

The Consultant should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports comply with the above requirements and meet adequate quality standards before sending them

to stakeholders for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

The views expressed in the report will be those of the contractor and will not necessarily reflect those of the Regional Cooperation Council. Therefore, a standard disclaimer reflecting this will be included in the report. In this regard, the expert may or may not accept comments and/or proposals for changes received during the above consultation process. However, when comments/proposals for changes are not agreed by the expert, he/she should clearly explain the reasons for his/her final decision in a comments table.

Quality Control by the Regional Cooperation Council

The Consultant outputs shall undergo external reviews by relevant stakeholders, including the representatives of the ESAP project team, and the Regional Cooperation Council.

ANNEX II: SERVICE TENDER SUBMISSION FORM

REF: 003-017

One signed copy of this Tender Submission Form must be supplied.

1 SUBMITTED by:

| | |
|------------------|--|
| | Name(s) and address(es) of the entity submitting this tender |
| Full Entity Name | |

2 CONTACT PERSON (for this tender)

| | |
|-----------|--|
| Name | |
| Entity | |
| Address | |
| Telephone | |
| Fax | |
| e-mail | |

3 STATEMENT

[Name of the Entity] _____ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of supplied documentation subject of this tender, which comprise our technical offer and our financial offer.

This tender is subject to acceptance within the validity period stipulated in the instructions to tender.

| | |
|---------------------------|--|
| Name of Authorized Person | |
| Signature | |
| Date | |

ANNEX III: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

REF: 003-017

By representing the Entity_____ we agree to participate exclusively in the above-mentioned tender procedure. We further declare that we are able and willing to work for the period(s) foreseen for the position for which our CVs have been included in the event that this tender is successful, namely:

| Full Name | Available from (Date) | Available until (Date) | Acceptance by signature |
|-----------|-----------------------|------------------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
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| | | | |

ANNEX IV: BUDGET BREAKDOWN

REF: 003-017

| No | Cost categories | Daily fee rate | Total Cost |
|-----|----------------------|----------------|------------|
| | | | |
| | | | |
| ... | | | |
| ... | | | |
| ... | | | |
| . | | | |
| 2 | TOTAL COSTS | | |
| 3 | VAT (if applicable): | | |
| | GRAND TOTAL (2+3): | | |

- Proposed daily fee rate for consulting services should be broadly consistent with the EU framework rates for these types of professional services.

