



Tender Dossier

Procurement of Services

Roma Integration Public Policy

Reference: 015-016

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1. SUBJECT OF THE TENDER

Procurement of Consulting Services

Area of Services: Roma Integration Public Policy

Period of Services: 19 September to 30 November 2016

2. TIMETABLE

ACTION	DATE	TIME
Publication of the Tender	24 August 2016	by 17:00 Central European Time
Deadline for any clarification requests to the Contracting Authority	31 August 2016	by 17:00 Central European Time
Last date on which clarifications are issued by the Contracting Authority	05 September 2016	by 17:00 Central European Time
Deadline for submission of bids	14 September 2016	by 17:00 Central European Time

3. PARTICIPATION

Participation in this tender procedure is open to the **respective legal entities, individual consultants and/or those within bidding consortia**. The bidder should have **substantial experience** in conducting consultancy services in the area of Roma integration policies, with a particular focus on integrating such policy measures into mainstream socioeconomic policies, national budget planning and public service delivery processes.

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. Individual consultants should submit the Letter of Interest;
- 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. Not applicable for individual consultants;
- 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 of the expert or CVs of a team leader and experts of the project team in case of a consortium or legal entity, outlining relevant knowledge and experience as described in Annex I Terms of References, along with contact details of referees;
- An outline work programme of a maximum of 1 page describing the main issues, sources of information to be used, timeline and research tools to be employed, as described in Annex I Terms of Reference;
- List of references for relevant activities implemented over the past 7 years demonstrating relevant experience in the subject matter;
- Service Tender Submission Form (Annex II);
- Signed Statements of Exclusivity and Availability in case of a consortium or legal entity (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

Costs of the trips will be treated separately based on actual costs of each trip, i.e. accommodation and transport. These costs are not subject to the price ceiling.

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 **31 August 2016** by 17:00 Central European Time.

No informative meeting is foreseen.

No site visit is foreseen.

9. SUBMISSION OF BIDS

Bids must be submitted by **14 September 2016, by 17:00 Central European Time**, via e-mail to ProcurementforRCC@rcc.int providing the bid is received by the above date and time.

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.

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

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	20

comparable with that of the tender; experience with clients comparable to the Contracting Authority.	
A.2. Quality and professional capacity: CV(s) satisfy the criteria set forth in the Terms of Reference and demonstrate professional capacity and experience required; quality of the expert(s) inspires confidence.	40
A.3 Quality of an outline Work Programme: 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, competencies based interview will 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: 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.

Annex I – Terms of Reference



Roma Integration 2020
is co-funded by the
European Union



Roma Integration 2020

Reference number: 015-016

Terms of Reference:	Participatory Development of Annual Roma Integration Public Policy Including Mainstreaming and Budgeting
Title:	Roma Integration Public Policy
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration 2020 Action Team
Reporting to:	Roma Integration 2020 Action Team Leader
Application Deadline:	14 September 2016
Timeframe:	19 September to 30 November 2016
Duration:	5 days per expert
Number of posts:	Total 14; 2 experts per participating economy (Albania, Bosnia and Herzegovina, The Former Yugoslav Republic of Macedonia, Kosovo ¹ , Montenegro, Serbia, and Turkey)
Reference Number:	015-016

¹ This 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.

I. BACKGROUND

Purpose

The purpose of the engagement of experts on participatory development of annual Roma integration public policy, including mainstreaming and budgeting, is to ensure and assist in the formulation of annual plans for Roma integration for 2017 of the participating governments within the Roma Integration 2020 project. Thus, the final output of the service of the engaged experts shall be a formulated annual policy proposal to be presented to the participating government for review and adoption.

Resulting annual plan for Roma integration for 2017 for each participating economy shall encompass mainstreamed and targeted measures along with required budget for their implementation. Thematic areas that the plan shall encompass are: education, employment, health, housing and civil registration (other thematic areas may be encompassed depending on the local context). The plan shall formulate in details the measures to be implemented in 2017, and beyond mainstreaming and budgeting shall include details on division of responsibilities, timeframe, milestones, sources of funding, and monitoring plan. The plan shall be feasible and realistic. Moreover, the plan shall encompass and address recommendations provided by wide range of stakeholders through a participatory consultative process and should be aligned with relevant plans concerning the EU accession process.

Background Information

Roma Integration 2020 is a project implemented in the framework of the Regional Cooperation Council (RCC), in line with the EU Framework for National Roma Integration Strategies and the EU accession process. While these processes established the basis for public policies, institutional arrangements and dialogue on Roma issues, impact on Roma remains limited. Roma still face social exclusion and discrimination leading to lack of education, chronic unemployment, limited access to healthcare, rudimental housing, limited access to essential services and widespread poverty. The reason is found in the isolation of the issues of Roma from mainstream public policies, budgeting, public service institutions and administration, and it is exactly this reason that is addressed by the Roma Integration 2020 project.

The objective of Roma Integration 2020 is to contribute to reducing the socio-economic gap between the Roma and non-Roma population in the Western Balkans and Turkey and to strengthen institutional obligations of governments to incorporate and deliver specific Roma integration goals in mainstream policy developments. In line with this, Roma Integration 2020 aims to assist national governments to integrate Roma specific policy measures into: (1) mainstream socioeconomic policies and public service delivery; (2) national budget planning and service delivery processes.

Roma Integration 2020 project activities include:

- direct assistance and technical support to governments to set up institutional arrangements to coordinate, consult, implement and report on Roma issues;
- public dialogue forums on Roma issues;
- policy clinics offering continuous support, specific consultative meetings and trainings and written policy recommendations on policy formulation, prioritising, mainstreaming, budgeting and monitoring;

- regional policy workshops to boost the aforementioned activities with exchange of promising practices and to ensure regional coordination in line with the EU accession process;
- annual assistance to reporting and reviewing of reports in line with the EU reporting;
- participation at EU organised meetings and processes related to Roma issues;
- streamlining Roma issues with the core work of RCC;
- visibility and coordination activities, including high level and task force meetings, as well as regular publishing of bulletins, maintaining a website and publication of a study based on the project achievements.

The Roma Integration 2020 participants are the IPA II beneficiaries: Albania, Bosnia and Herzegovina, The Former Yugoslav Republic of Macedonia, Kosovo*, Montenegro, Serbia, and Turkey.

Experts recruited through this open call are designated to provide their services within the implementation of the first three sets of activities as listed above, namely direct support to governments, policy dialogue forums and policy clinics. Further details are provided below. Their assignment shall be guided by the Roma Integration 2020 Action Team and shall focus on the public policies for the year 2017.

II. DESCRIPTION OF RESPONSIBILITIES

Objectives and scope of the assignment

The purpose of engaging Experts is to work with the Roma Integration 2020 Action Team, assisting in the provision of support to national governments to integrate Roma specific policy measures into: (1) mainstream socioeconomic policies and public service delivery; (2) national budget planning and service delivery processes.

The objective of the expert service is to ensure and assist in the formulation of annual plans for Roma integration for 2017 of the participating governments within the Roma Integration 2020 project. Thus, the final output of the service of the engaged experts shall be a formulated annual policy proposal to be presented to the participating government for review and adoption.

Tasks

Experts will be engaged in the following public policy cycle phases:

- Formulation of annual plan proposal by the inter-ministerial coordination mechanism led by the National Roma Contact Point;
- Facilitation and reporting on participatory process of consultations on the annual plan at the Public Dialogue Forum to be organised jointly by the National Roma Contact Point, and the Roma Integration 2020 Action Team;
- Review and incorporation of recommendations from the Public Dialogue Forum in the final annual plan proposal to be presented, discussed and adopted by the government.

Formulation of annual plan proposal by the inter-ministerial coordination mechanism entails review of the relevant existing policies on Roma integration and mainstream policies in the relevant thematic areas, including policies formulated within the EU accession process, meetings with members of the inter-ministerial coordination mechanism to collect detail

information on measures to be planned for 2017 with particular focus on mainstreaming and budgeting, formulation of action plan through discussions with inter-ministerial coordination mechanism members and joint meeting of the inter-ministerial coordination mechanism for completion of the annual plan proposal.

Facilitation and reporting on participatory process of consultations on the annual plan at the Public Dialogue Forums entails content-related assistance in preparing the Public Dialogue Forum, chairing thematic sessions at the Forum including raising relevant issues for discussions, summarizing Forum discussions and proposals to be presented at the end of Forum and formulation of policy recommendation paper reflecting discussions and recommendations from the Forum to be used for further development of the annual plan proposal.

Review and incorporation of recommendations from the Public Dialogue Forum entails meetings with inter-ministerial coordination mechanism members to discuss the recommendations, properly justify incorporation of those recommendations in the annual plan proposal or the refusal thereof, finalisation of details for all measures in the annual plan proposal and a meeting of the inter-ministerial coordination mechanism for presentation, discussion and adoption of the annual plan proposal to be presented to the government for adoption.

Deliverables

During the course of the assignment experts are expected to produce the following deliverables:

- Background paper on the annual plan proposal for Roma integration for 2017, including excerpts of relevant policy documents to be used for formulation of the plan, by the end of September 2016
- Action plan proposal for Roma integration for 2017 by the inter-ministerial coordination mechanism by 20 October 2016
- Policy recommendation paper containing recommendations discussed at the Public Dialogue Forum by 20 November 2016
- Final action plan proposal for Roma integration for 2017 by the inter-ministerial coordination mechanism by 30 November 2016

Lines of Communication and Reporting

The Experts will submit all reports and timesheets to the Roma Integration 2020 Action Team for review and approval of deliverables. The Experts will work closely with the Roma Action Team, which shall provide guidance to efficiently conduct the work and approve deliverables. The Roma Action Team shall also ensure the required communication of the experts with the EU delegation and the National Roma Contact Point.

Timeframe

The Roma Integration 2020 Action Team will organise Public Dialogue Forums in each participating economy in the period from 20 October to 20 November 2016, to allow the preparatory work for the Forum starting September, as well as the process of completion of the annual plan proposal by the end of November 2016. Experts will be assigned according to their fields of expertise to work with the Action Team, during the aforementioned period,

following prior agreement. It is anticipated that 2 experts shall be engaged per participating economy.

III. PROFILE AND COMPETENCIES

Qualifications

Education:	Advanced degree in public administration, social sciences, economics, law or other areas directly related to the subject of work
Experience:	<p>Minimum of 7 years of relevant experience;</p> <p>Proven record of theoretical knowledge, practical experience and expertise in participatory public policy formulation, preferably in Roma integration or/and any of the listed thematic areas;</p> <p>Previous experience in working in one or more South East Europe economies and in-depth knowledge of the region is essential;</p> <p>Proven analytical skills and ability to conceptualise and provide advise concisely and clearly;</p> <p>Proven ability to convey knowledge and training to executives and civil servants, and to provide hands on situation analysis;</p> <p>Experience in working on policies and budgets for vulnerable groups;</p> <p>Proven communication, presentation, moderation, facilitation and reporting skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, international organisations, civil society institutions and other stakeholders;</p> <p>Proven writing abilities, argumentation and negotiation skills.</p>
Language requirements:	<p>Fluency in English, as the official language of the RCC; and</p> <p>Knowledge of languages of project participants and/or Romanes is an advantage.</p>
Other:	Familiar with MS Office applications.

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, understand different concepts and approaches, assess risks and challenges and extract and articulate various ideas, ability for negotiations and reconciliation – consensus building ability;

- Ability and integrity to perform the tasks impartially and objectively, without any conflict of interests (subject to written declaration during contracting procedure).

IV. QUALITY CONTROL

The Expert 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 agreed requirements and meet adequate quality standards. Deliverables, particularly the annual plan proposal, is a result of the joint work of relevant stakeholders on Roma integration, for which the expert provides technical support. Thus, the content of the deliverables should reflect the views of the stakeholders and is owned by them. The support of the experts in developing the documents may be recognised in the deliverables.

ANNEX II: SERVICE TENDER SUBMISSION FORM

REF: 015-016

One signed original 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	
Organisation	
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: 015-016

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

ANNEX IV: BUDGET BREAKDOWN

REF: 015-016

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.