



WORLD ORGANISATION FOR ANIMAL HEALTH
Protecting animals, preserving our future

AMR-VPD/CFT2021/01

CALL FOR TENDER

A.TENDER PROCEDURE RULES

COUNTRY LEVEL MONITORING & EVALUATION TECHNICAL ASSISTANCE – AMR MPTF

WORLD ORGANISATION FOR ANIMAL HEALTH (OIE)

DEADLINE TO SUBMIT :

- 1. Declaration of interest and integrity :28/07/2021 (Paris local time)**
- 2. Tenders :16/08/2021 - 18:00 (Paris local time)**

Contracting authority

World Organisation for Animal Health (OIE)
12 Rue de Prony
F-75017 Paris
France

Contact Point

Mr Ben Davies
AMR &VP Department
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1. GENERAL TENDERING RULES

1.1 DEFINITIONS

Awarded Tenderer: the economic operator having, through the call for tender process, been awarded the contract, prior to its signature.

Contract: the definitive agreement for Services entered into by the OIE and the Supplier, including any annexes attached thereto, as amended, modified and supplemented from time to time.

Supplier: the economic operator having signed the contract with the OIE for the provision of the services detailed in this call for tender, together with all its subcontractors. This operator will be the sole interlocutor of the OIE.

Services: the services, functions, responsibilities, tasks and deliverables to be carried out by the Supplier, as described in the Contract.

Tenderers: all economic operators responding to this tender procedure.

RFP: Request for Proposal

1.2 PURPOSE

This call for tender (“tender procedure”) is an invitation for interested service providers to submit a proposal regarding the provision of technical assistance to design and deliver at targeted package to low-income countries to strengthen their capability to execute the delivery and monitoring of their National Action Plans (NAP) on Antimicrobial Resistance (AMR). M&E Technical assistance will be delivered to a minimum of 5 countries awarded grants under the Tripartite MPTF to support the multisectoral implementation of country AMR National Action Plans (NAP). The Technical Assistance will be designed to support the delivery of the AMR MPTF pre-determined Output 1 – which is “Improved countries capacities for designing and implementing AMR-related policy frameworks, investment plans and programmes.

1.3 NON-BINDING EFFECT

The information included in the tender documents is provided to Tenderers so they may prepare a proposal in response. However, the transmission of the tender documents to tenderers does not imply any legal obligation on the part of the OIE to entrust the provision of the services to any tenderer. The OIE has the right to reject any proposal in its sole discretion. The OIE remains strictly independent of any tenderer, and none of the provisions of the tender documentation may be interpreted as creating a contractual relation of any sort.

The OIE is under no obligation to accept a given tenderer’s proposal and reserves the right not to proceed with or to terminate negotiations with any tenderer, at any time prior to the signature of a Contract.

In this case, the OIE shall not have any liability whatsoever and tenderers who have not signed a Contract with the OIE waive their right to claim any compensation or damages.

1.4 CONFIDENTIALITY

Unless otherwise authorised in writing by the OIE, all information, whether disclosed either directly or indirectly, formally or informally, in writing, orally, or by visual inspection, which are part of the tender procedure or provided for its purpose or any amendment thereto, shall not be disclosed, copied, used or modified in any manner and shall only be used for the sole purpose of the tender procedure.

Consequently, tenderers agree to take all the necessary steps to ensure compliance with such confidentiality obligations by its directors, officers and employees who need to know such information

for purposes of the tender procedure. In addition, the tenderer undertakes to return to the OIE, upon first request, any document transmitted, in line with the Confidentiality Undertaking signed.

All information received in response to this initiative that is marked proprietary will be handled accordingly. Responses will not be returned.

1.5 COSTS OF RESPONSES

Tenderers are responsible for all costs and expenses, including professional fees, incurred in connection with the preparation and submission of responses to, and generally their participation in, the tender procedure.

1.6 CONDITIONS OF PARTICIPATION

Natural and legal persons as well as consortia (either officially established or constituted specifically for this call for tender) may apply.

No more than one tender may be submitted by a person whether as a natural or legal person or member of a consortium. If a person submits more than one response, all responses in which they participate will be excluded from the selection process.

In participating in this call for tender, a tenderer represents and warrants by doing so that:

- It is not bankrupt or under mandatory liquidation, is not having its affairs administered by the courts, has not entered into any arrangement with creditors, is not the subject of any proceedings concerning its business activities, or is not in any similar situation arising from a procedure provided for in national legislation or regulations;
- It has not been the subject of any judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- It has not been guilty of any professional misconduct.

Tenderers undertake to provide documentary evidence related to the items mentioned above upon request by the OIE at any point during the tender procedure and/or contracting process. Should a tenderer fail to produce reasonable evidence, the OIE reserves the right to reject the tenderer's response and, in the event it has already entered into a Contract with the tenderer as a result of the tender process, to terminate such Contract with immediate effect.

1.7 CONFLICTS OF INTEREST

Under no circumstances is a tenderer to contact any person employed by or representing the OIE regarding the tender procedure other than the person(s) mentioned in this document.

In participating to this call for tender, a tenderer represents and warrants that:

- It does not have any conflict of interest arising from economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest in connection with any Contract that may be entered into between the tenderer and the OIE as a result of the call for tender;
- It will inform, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- No offer of any type whatsoever from which an advantage can be derived under the Contract has been or will be made;
- It has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the Contract;

- It has not and will not make any misrepresentation, either knowingly or negligently, in supplying any of the information requested by the OIE.

1.8 PERIOD OF PROPOSAL VALIDITY

Tenderers are bound by their proposals for 180 business days after the deadline for submission or until they have been notified of non-award.

1.9 APPEAL

Tenderers believing, they have been harmed by an error or irregularity during the award process may lodge a complaint with the OIE who will be required to reply within ten working days after receipt of the complaint. If the OIE fails to address the complaint, the unsuccessful tenderer may request arbitration by the Permanent Court of Arbitration (PCA) at The Hague, governed by the PCA arbitration rules 2012 and the PCA Optional Rules for Arbitration between International Organisations and Private Parties.

1.10 SIGNING OF THE CONTRACT

1.10.1 General provisions

The Awarded Tenderer represents and warrants that it is authorised to bind its affiliates to the Contract it will sign with the OIE and shall cause such affiliates to comply with all commitments set out in the Contract and any purchase orders signed within the framework of the Services. Awarded Tenderer will undertake to inform its affiliates, potential suppliers and subcontractors of the existence of the Contract within thirty (30) calendar days from its signature by the parties.

The Awarded Tenderer will appoint a contact person having the right and authority to ensure compliance with the commitments set out in the Contract and the purchase orders signed within the framework of the Services. S/He will be the sole contact person of the OIE.

1.10.2 Notification of award

The OIE will notify the Awarded Tenderer that its tender have been retained. The OIE will notify the unsuccessful tenderers in writing that their tenders have been rejected. Tenderers having submitted a tender before the deadline will receive, within ten (10) working days of their written request, information relating to the rejection of their tender.

1.10.3 Signing of the Contract

The Awarded Tenderer will be notified in writing of the selection. The contract award decision shall be published and contract negotiations based on the draft Contract submitted by the Awarded Tenderer shall be conducted. These negotiations will involve, at least, the OIE representatives from the Strategic Partnerships and Legal Affairs Unit and the Financial Directorate and the Awarded Tenderers' authorised representative.

2. GENERAL TENDER PROVISIONS

2.1 CONTRACT TYPE

Service agreement.

2.2 CONTRACT NATURE

Fixed price contract.

2.3 LOTS

Single lot.

2.4 VARIANTS

Variants are authorised.

2.5 ADDITIONAL SERVICES

The Contract may be extended by agreement of both parties through consecutive amendments if:

- additional operations have, due to unforeseen circumstances, become necessary for the performance of the Services as described in the initial Contract;
- these operations cannot be dissociated from the initial Contract without presenting major drawbacks or costs or additional expenses for the OIE; and
- the extension of the Contract is clearly more economical and more efficient, and the organisation of a new tendering process would not provide any advantage.

Additionally, the OIE will validate deliverables and analyse the additional needs arising during the Contract. Every additional work item that deviates from the Contract will need to be validated by the OIE which will determine whether such additional work results from non-compliance with the specifications of the call for tender, in which case it will not be eligible for payment; or from an addition to the initial terms of reference/ technical requirements not included in the specifications at the signing of the Contract, in which case it should be validated prior to implementation.

2.6 SUBCONTRACTING

Subcontracting is allowed; in this case, subcontractors must be mentioned in the tender response. Intention to participate and subcontracting must be precisely identified according to the proposed phases of the project. The subcontracting rate must be indicated in the proposition.

If during the duration of the contract capacities or subcontractors change, the tenderer shall maintain full transparency in updating the OIE through the call-off quote process.

2.7 DURATION OF THE CONTRACT

The contract is concluded for two (2) years from the date of its notification.

2.8 INVOICING

The schedule of payments will be finalised in the contract based on the agreed-upon workplan and set of deliverables as specified in the Document B: Terms of References (TORs).

Payment throughout the Contract will be made upon receipt of the corresponding undisputed invoice, which should be raised after validation of each deliverable. The OIE will proceed to the payment of undisputed invoices within 45 days of their receipt by bank transfer or cheque.

3. EXECUTIVE SUMMARY

3.1 PROJECT BACKGROUND

The World Organisation for Animal Health (OIE) is an intergovernmental organisation with global membership responsible for improving animal health and welfare worldwide and reducing health risks at the human-animal environment interface under the “One Health” concept. It is recognised by the

World Trade Organization as the science-based standard setting organisation for the safe international trade of animals and animal products.

The OIE maintains permanent relations with its 182 Member Countries, as well nearly 75 international and regional Organisations. It has 13 regional offices around the globe.

The recognition of the organisation throughout veterinary and animal health experts' networks has been achieved through leadership and vision founded on scientific excellence, international solidarity and transparency since its inception over 90 years ago.

In 2015, the World Health Assembly recognized the urgency of AMR by adopting the Global Action Plan on Antimicrobial Resistance (GAP) developed by WHO in collaboration with FAO and OIE. The accompanying resolution called for stronger collaboration between the three organizations to advance a multisectoral One Health approach.

In response, the Tripartite agreed to strengthen its long-standing collaboration on health risks across the animal–human–ecosystem interface in a Memorandum of Understanding (2018) with a strong focus on AMR. It collectively developed a joint two-year workplan for collaboration at global and country level in five areas: (1) supporting the implementation of National Action Plans (NAPs) on AMR; (2) awareness-raising and behaviour change; (3) surveillance and monitoring of AMR and antimicrobial use (AMU); (4) stewardship and optimal use of antimicrobials; and (5) monitoring and evaluation (M&E). The Tripartite has also engaged with UNEP to boost the integration of the environmental aspects of AMR into its joint work.

The Tripartite launched the AMR MPTF in 2019 to support the One Health approach to AMR at all levels. The funding mechanism aims to secure consistent and coordinated financing to enable the development and implementation of AMR NAPs, Tripartite workplans on AMR and the follow-up work of the ad hoc Interagency Coordination Group (IACG) on AMR. The AMR MPTF finances catalytical, coordinated policy advice, technical assistance and capacity-strengthening programmes that Member States have requested from the Tripartite to combat AMR. In 2020, 80 percent of the AMR MPTF was dedicated to country support, while 20 percent was dedicated to global programmes. Over the course of 2020, the Tripartite developed and put in place the necessary frameworks, tools and standards needed to select countries and develop global programmes supported by the fund.

The collaboration enables the three organizations to leverage their mandates, resources, expertise and programming in a One Health response to AMR. By focusing on areas where collaboration adds value, the Tripartite contributes to more integrated and coordinated approaches, helps to reduce silos and duplication, enables more coordinated partnerships and promotes a more comprehensive understanding of challenges and opportunities in key areas. The AMR MPTF is a key instrument in funding this collaborative action and putting the One Health approach into operation.

The Tripartite has developed a global M&E Monitoring Framework to assess progress and aid decision making in delivering the Global Action Plan on AMR (annex reference to report). Countries AMR M&E systems need to work for them, but countries are encouraged to align closely with the global M&E framework. The global framework has been piloted in a number of countries and learning from this exercise, and the draft country guidance developed will help to inform the approach that this consultancy takes, including identifying priority activities and achievable project deliverables.

To track country-level progress over time, countries need practical M&E systems, based on their technical and operational capacities, for monitoring NAP implementation. National level M&E systems will need to outline how monitoring will take place, responsibilities for collecting and analysing sector specific data, frequency of monitoring, how reports will be evaluated and follow up actions executed. Evidence from the recent Tripartite assessment conducted in 6 countries demonstrated that country demand for support in establishing cost effective M&E systems is high. **The provision of Monitoring and Evaluation Technical Assistance on a call down basis will target a minimum of five MPTF Country Grant recipients, prioritising those countries that have already engaged in the assessments that tested the feasibility of adopting the Global Level GAP M&E Framework and**

recommended indicators. Establishing NAP M&E systems will present challenges for some countries because of limited existing M&E capability to draw from. Many countries are also planning or are in the process of revising their NAPs; but these actions are being taken without any assessment of the progress achieved by the existing NAP, or review of evidence generated by a M&E system.

Investing in enhancing country-level M&E systems will assist national authorities in monitoring their NAP implementation based on standardised indicators of the global M&E framework, identify gaps, take corrective action, establish systems to monitor and report regularly, and strengthen oversight of, and accountability for NAP implementation.

The Tripartite seeks a service provider to design and deliver a targeted package of Technical Assistance to low-income countries to strengthen their capability to execute the delivery and monitoring of their National Action Plans (NAP) on Antimicrobial Resistance (AMR). M&E Technical assistance will be delivered to a minimum of 5 countries awarded grants under the Tripartite MPTF to support the multisectoral implementation of country AMR National Action Plans (NAP). The Technical Assistance will be designed to support the delivery of the AMR MPTF pre-determined Output 1 – which is “Improved countries capacities for designing and implementing AMR-related policy frameworks, investment plans and programmes.

The Technical Assistance will focus on strengthening country level capability to collect, aggregate and analyse data and support country led responses based on the data findings framed around:

- Building capacity to develop, pilot, and monitor indicators
- Development of tailored indicators for specific country circumstances
- Establishing a sustainable M&E and reporting function within the Multisectoral Coordination Group

Although the Technical Assistance project directly targets five countries, a total of 11 countries have so far secured MPTF grants. Bidders will be required to include within their methodology a mechanism to proactively synthesise, package and disseminate learning and best practice examples from this project and to ensure that countries not in direct receipt of in country M&E technical assistance, will have access to a remote rapid advisory service.

Over the longer term, the provision of this Technical Assistance is expected to lay the foundations to develop the capability to analyse outcome data and conduct annual evaluations to explore trends against established baselines to support evidence-based NAP performance management decisions, capture learning and measure progress

4. RESPONSE PROCEDURE

4.1 OIE CONTACT POINT

Mr Ben Davies
AMR &VP Department
Tel: (44) 7714 839141
Email: b.davies@oie.int

4.2 SCHEDULE

Steps	Dates
Launch of the call for tender	28/06/2021
Questions/Answers session (by email to OIE contact point)	28/06/2021 to 10/08/2021
Deadline to submit the declaration of interest and integrity <i>by sending by email to the OIE contact point</i>	28/07/2021 (23:59, Paris local time)
Deadline for submission of tenders	16/08/2021 (18:00, Paris local time)
Evaluation of offers*	18/08/2021 to 17/09/2021
Contract award and notification	22/09/2021
Contract finalisation with the selected manufacturers	23/09/2021 to 14/10/2021

*The OIE may ask tenderers to provide clarifications needed to evaluate their tender; tenderers will be requested to reply in writing. Should the OIE change any of these dates, all tenderers having notified their interest will be informed.

4.3 TENDER DOCUMENTS

The tender documents are the following:

- A. Tender procedure rules and its annexes:
 - o Annex 1, Declaration of interest and integrity (by sending by email to the OIE contact point the Declaration of interest and integrity document filled out and **by 28 July 2021 at the latest (23:59, Paris local time)**)
 - o Annex 2, Financial and economic capacity assessment (to be provided as part of the response)
- B. Tender terms of reference
- C. Technical Brief Framework (to be filled and submitted as technical offer)
- D. Financial Offer (to be filled and submitted as financial offer)
- E. Questions/Answers

While it is understood that the methodology and approach will be finalised with the chosen suppliers and constitute an important deliverable of the project once started, responses to the call for tender should cover the following elements to provide sufficient background to the evaluation of the offers and ensure homogenous assessment.

4.4 NOTIFICATION OF INTEREST AND QUESTIONS/ANSWERS

Tenderers wishing to respond to the call for tender should notify the OIE contact points of their interest to do so, by sending by email the Declaration of interest and integrity document filled out and signed (Annex 1) by **28 July 2021 (23:59, Paris local time)** at the latest.

If necessary, tenderers may request additional information, in English, to establish their responses.

Questions must be sent exclusively by email to the OIE contact points until **10 August 2021 (23:59, Paris local time)**. Questions should make precise reference to the relevant tender document, chapter, page and paragraph. In order to ensure fair and equal treatment of all interested suppliers, the questions and the answers will be centralised on the document E and published through the OIE Website. All tenderers are invited to review regularly this document.

Note: commercial information will not be shared with other tenderers.

The OIE reserves the right to introduce non-substantial modifications to the tender documents. In the event that the OIE, either following a request from a tenderer or on its own initiative, introduces a modification of the tender documents, all tenderers having notified the OIE of their interest to respond will be informed simultaneously and a corrigendum will be published at least six working days before the deadline for submission of the tenders. The OIE may extend the deadline for submission of tenders to all tenderers to allow tenderers to take into account these changes.

4.5 RESPONSE FORMAT REQUIREMENTS

Tenders, namely the envelope including the technical offer and the envelope including the financial offer, must be submitted in English in a sealed package bearing in large bold letters as follows:

CONFIDENTIEL - NE PAS OUVRIR A LA RECEPTION
Country Level Monitoring & Evaluation Technical Assistance – AMR
MPTF
Madame la Directrice Générale
Organisation Mondiale de la Santé Animale (OIE)
12, rue de Prony
F-75017 Paris
France

The wording on the package should also appear on the outside of the external wrapping if the responses are sent by post or by courier. If necessary, the OIE will provide the required acknowledgment of receipt. Tenders may be deposited at the OIE reception desk, during the following opening hours: from Monday to Thursday from 9:00 to 18:00 (Paris local time) and Friday from 8:00 to 17h00 (Paris local time).

Tenders should include:

- **Technical envelope:**
 - All call for tender addenda signed;
 - Annexes 1 and 2 of document A. *Tender Procedure Rules* duly completed and signed by the authorised person;
 - One hard copy of the technical offer (valid for 180 days from the day of tender submission), Document C. *Technical Brief Framework* duly completed signed by the authorised person including all annexes;
 - A USB key containing the electronic copy of the technical offer.

- **Financial envelope:**

- The financial offer (valid for 180 days from the day of tender submission), Document D *Financial Offer* duly completed and signed by the authorised person;
- A USB key containing the electronic copy of the financial offer.

Please make specific reference in the response to any legitimately and appropriately confidential or proprietary material contained in the response. Such information included in the responses to the Call for Tender will be kept confidential by the OIE.

Reminder: Tenders should be delivered by **16 August 2021 . Please note that our office hours are :Monday to Thursday 8h00 to 18h00 - Friday 8h00 to 17h00, Paris local time**. Any tender received past this deadline, or within a non-sealed package, will be excluded from the tendering process.

4.6 MODIFICATION OR WITHDRAWAL OF TENDERS

Tenders may be modified or withdrawn prior to the deadline for submission through a written notification sent to the OIE contact points. Notification of a modification or withdrawal must comply with the requirements specified in paragraphs 4.5 Response format, with outer envelopes bearing the word “Modification” or “Withdrawal”.

4.7 EVALUATION OF TENDERS

A tender Opening Committee will proceed to open tenders received at the beginning of the evaluation process. The Opening Committee is responsible for verifying that the tenders received have complied with the procedures for the submission and presentation of tenders described in this call for tender and for preparing the list of tenders deemed eligible.

A tender Selection Committee will then proceed to award the contract. In view of the technical complexity of the proposed contract, it will include several qualified persons internal and external to the OIE. The Selection Committee will evaluate the technical and financial offers and will proceed to a selection based on the following criteria:

- **Criteria 1: Company organisation and sustainability (5%)**
- **Criteria 2: Technical criteria : Methodology (70%):**
 - Expertise of the team (40%)
 - Relevance and quality of the proposed methodology (30%)
 - Overall project management process follow-up, Ability to work in several countries (organisation to be proposed) (20%)
 - Mitigation measures / options to navigate the implications of changing COVID 19 context (10%)
- **Criteria 3: Financial (25%):**
 - Global cost (100%)

The OIE may ask tenderers to provide clarifications needed to evaluate their tender; tenderers will be requested to reply in writing.

Tenderers will be informed through electronic correspondence of the results of the selection process.

ANNEX 1 - DECLARATION OF INTEREST AND INTEGRITY

To be completed and sent back upon receipt of the tender documentation to the OIE contact points.

Call for tender: AMR/CFT2021/01

..... (the Tenderer) acknowledges receipt of the tender documentation and hereby notifies the OIE of its intention to respond to this call for tender. The designated point of contact for the call for tender process is:

- Name:
- Surname:
- Email:
- Phone number:

The Tenderer further declares that:

- It is not bankrupt or under mandatory liquidation, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, is not the subject of proceedings concerning its business activities, or is not in any similar situation arising from a procedure provided for in national legislation or regulations;
- It or a person having powers of representation, decision-making or control over it or a member of an administrative, a management or a supervisory body has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering, offences linked to terrorist activities, child labour, human trafficking, creating or being a shell company or any other irregular or illegal activity;
- It or persons having powers of representation, decision-making or control over it have not been guilty of professional misconduct, including misrepresentation.
- It is in compliance with all its obligations relating to the payment of social security contributions and of taxes in accordance with the national legislation or regulations of the country in which the Tenderer is established;
- It does not have any conflict of interest arising from economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest in connection with any definitive agreement that may be entered into between the Tenderer and the OIE ("Contract") as a result of the tendering process;
- It will inform, without delay, the World Organisation for Animal Health (OIE) of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- No offer of any type whatsoever from which an advantage can be derived under the Contract has been or will be made;
- It has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the Contract;
- It is not misrepresenting, either knowingly or negligently, in supplying any of the information requested by the OIE.

The Tenderer acknowledges and agrees that the OIE reserves the right to check the above-mentioned declarations and to request further information to its satisfaction and undertakes to provide documentary evidence upon request. The Tenderer further acknowledges that failure to disclose relevant information or a false statement may result in the disqualification of the Tenderer from the tendering process, the withdrawal of any proposition of a Contract by the OIE, or the termination with immediate effect of the Contract if it has already been awarded.

Entity name:

Address:
.....
.....

Name and Title of duly authorized representative:

Date:

Signature:

ANNEX 2 - FINANCIAL AND ECONOMIC CAPACITY ASSESSMENT

RFP N°	AMR/CFT2021/01
Company name	

Regarding the last two years for which the accounts are closed:		
2020	Start of the fiscal year	/...../...../2020
	End of the fiscal year	/...../...../2020
2019	Start of the fiscal year	/...../...../2019
	End of the fiscal year	/...../...../2019
Currency used for accounting:		

Simplified balance sheet/financial position		
	2020	2019
Assets (total), including:		
Cash and cash equivalents		
Liabilities (total), including:		
Equity (reserves, investment subsidies and others)		
Total liabilities, including:		
Total of medium and long-term debts (> 1 year)		
Total of short-term debts (< 1 year)		

Simplified statement of financial performance		
	2020	2019
Total expenses, including:		
Personnel costs (amount)		
Personnel costs (% of the total expenses)		
Revenue:		
Operating income		

Name and Title of duly authorized representative:

Date:

Signature: