

SERVICE TENDER SUBMISSION FORM

Ref: No. 8/9-CI- 1020 from 15 February 2021

Expenditure verification within the project -"Communication infrastructure".

COMINF/3.1/1-5.2

Please supply one signed tender (including signed statements of exclusivity and availability from all key experts proposed, if applicable, a completed financial identification form and a completed legal entity file (only for the Leader) and declarations from the Leader and all members (if you are in a consortium), together with three copies. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Authority upon request. For economic and ecological reasons, we strongly recommend that you submit your files on paper (no plastic folder or divider). We also suggest you use double-sided printing wherever possible. **All data included in this application must concern only the legal entity or entities making the tender.**

Any additional documentation (brochures, letters etc.) sent with your tender will not be taken into consideration. Applications submitted by a **consortium** (i.e. either a permanent, legally-established grouping or a grouping set up informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. If they do, they must prove to the contracting authority that they have the resources needed to perform the contract, for example by producing a commitment from those entities to place resources at their disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and nationality as the economic operator, as well as the relevant selection criteria.

1 SUBMITTED by (i.e. the identity of the Tenderer)

	Name(s) of legal entity or entities making this application	Nationality ¹
Leader ²	Audit Company "Primaudit Company" LLC	MD
Member	No consortium	
Etc.		

2 CONTACT PERSON (for this tender)

Name	Catalina Clasevici
Organisation	Audit Company "Primaudit Company" LLC
Address	27 apt, 96/1 str Bucuresti, Chisinau City, Republic of Moldova
Telephone	Mob.: +37360444434
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e-mail	primaudit.company@mail.ru web page: www.primaudit.md

3 ECONOMIC AND FINANCIAL CAPACITY³

Please complete the following table of financial data⁴ based on your annual accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide your latest estimates in the columns marked with **. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects. Any other clarification or explanation which is judged necessary may also be provided. If the tenderer is a public body, please provide equivalent information.

Financial data Data requested in this table must be consistent with the selection criteria set in the contract notice	2 years before last year⁵ 2018 EUR	Year before last year⁵ 2019 EUR	Last year⁵ 2020 EUR	Average⁶ EUR	[Past-year EUR]**	[Current year EUR]**
Annual turnover ⁷ , excluding this contract	18 339	33 569	38 839	30 249		10 308
Current Assets ⁸	3 447	2 713	42 646	16 268		42 646
Current Liabilities ⁹	1 304	6 547	3 741	3 864		1 361
[Current ratio (current assets/current liabilities)]	2,6	0,4	11,4	4,2		34,11

4 STAFF

Please provide the following statistics on staff for the current year and the two previous years.¹⁰

Annual Manpower	Year before past year		Past year		Current year		Period average	
	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹
Permanent staff ¹²	5	4	5	4	5	4	5	4
Other staff ¹³	2	2	2	2	2	2	2	2
Total	7	6	7	6	7	6	7	6
Permanent staff as a proportion of total staff (%)	71 %	71 %	71 %	71 %	71 %	71 %	71 %	71 %

5 AREAS OF SPECIALISATION

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this tender. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations.**

	Leader	Member 2	Member 3	Etc.
Relevant specialisation 1	Examines the factual information in the Financial Report of the Lead Beneficiary and compares it with the terms and	----	----	----

	conditions of the Grant Contract			
Relevant specialisation 2	verification of the eligibility of the expenditures of the Grant Contract	----	----	----
Etc. ¹¹	Checks that the Consolidated Financial Report uses the same revenue and expenditure headings as the underlying financial reports for reporting both budget and actual amounts	----	----	----

6 EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past 5 years¹² by the legal entity or entities making this tender. The number of references to be provided must not exceed 15 for the entire tender.

Ref no (maximum 15)	Project title		MIS – ETC - 1605					
Name of legal entity	Country	Overall contract value (EUR)¹³	Proportion carried out by legal entity (%)¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end)¹⁴	Name of consortium members, if any
Primaudit Company LLC	MD	2 042 495	100	2	Durlesti City Hall	UE, RO-MD 2014-2020	2015/2017	No consortium
Detailed description of project						Type and scope of services provided¹⁵		
Eco-Cities-A Common vision in the Cross Border Area						Expenditure verification within the project		
Ref no (maximum 15)	Project title		SEE/D/0297/4.1/X					
Name of legal entity	Country	Overall contract value (EUR)¹⁶	Proportion carried out by legal entity (%)¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end)¹⁷	Name of consortium members, if any
Primaudit Company LLC	MD	102 430	100	1	Balti City Hall	UE, RO-MD 2014-2020	2015/2016	No consortium
Detailed description of project						Type and scope of services provided¹⁸		
Strategic territorial agendas for small and middle – sized towns, urban systems (STATUS)						Expenditure verification within the project		
Ref no (maximum 15)	Project title		MIS – ETC - 1544					
Name of legal entity	Country	Overall contract value (EUR)¹⁹	Proportion carried out by legal entity (%)¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end)²⁰	Name of consortium members, if any
Primaudit Company LLC	MD	2 402 301	100	2	Singera City Hall	UE, RO-MD 2014-2020	2015/2018	No consortium
Detailed description of project						Type and scope of services provided²¹		
The reduction of pollution effects and soil erosion through the extension of management capacity of waste water						Expenditure verification within the project		

Ref no (maximum 15)		Project title		Grant Contract No. 2017/393-418				
Name of legal entity	Country	Overall contract value (EUR) ²²	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ²³	Name of consortium members, if any
Primaudit Company LLC	MD	643 545	100	2	Edinet City Hall	UE	2018/2020	No consortium
Detailed description of project						Type and scope of services provided ²⁴		
Edinet-economic growth pole in North region of Moldova						Expenditure verification within the project		
Ref no (maximum 15)		Project title		RMCO 4.3/1-5.2				
Name of legal entity	Country	Overall contract value (EUR) ²⁵	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ²⁶	Name of consortium members, if any
Primaudit Company LLC	MD	5 000 000	100	2	Customs Service of RM	UE, RO-MD 2014-2020	2019/2021	No consortium
Detailed description of project						Type and scope of services provided ²⁷		
”Rehabilitation and modernization of the customs offices from the Romanian/Moldavian border, respectively the public finances and fiscal-fiscal responsibility customs offices of Albița - Leușeni, Sculeni – Sculeni and Giugiulești – Giurgiulești”						Expenditure verification within the project		

7 DECLARATIONS

As part of their tender, each legal entity identified under point 1 of this tender, including every consortium member, must submit a signed declaration using the attached format. The declaration may be in original or in copy. If copies are submitted, the originals must be sent to the Contracting Authority upon request.

Moreover, each legal entity identified under point 1 of this application, including every consortium member, and each capacity-providing entity (if any) must submit a signed declaration of honour on exclusion and selection criteria (form A14 available at the following link: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>).

8 STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer (for a consortium, this must include all consortium members), hereby declare that we have examined and accept 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 the following documents, which comprise our Technical offer, and our Financial offer, which is submitted in a separate, sealed envelope:


- ☐ Organisation & Methodology
- ☐ Key experts (comprising a list of the key experts and their CVs), if required
- ☐ Tenderer's declarations (for a consortium, two from each consortium member)
- ☐ Statements of exclusivity and availability signed by each of the key experts, if required
- ☐ Completed financial identification form (see Annex VI to the draft contract) providing details of the bank account into which payments under the proposed contract should be made in the event that we are awarded the contract (or the financial identification number or a copy of the financial identification form provided to the Contracting Authority on an earlier occasion, unless it has changed in the meantime)
- ☐ Completed legal entity file (or the legal entity number allocated. Alternatively a copy of the legal entity file provided to the Contracting Authority on an earlier occasion, unless the legal status has changed in the meantime)
- ☐ Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.
- ☐ Documentary proof or statements required under the law of the country where we are effectively established (or each of the companies in case of a consortium), to show that we do not fall into any of the exclusion situations listed in Section 2.3.3 of the Practical Guide. This evidence or these documents or statements must carry a date, which is not more than one year before the date of submission of the tender. In addition, a statement is furnished stating that the situations described in these documents have not changed since then.
- ☐ Documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified
This tender is subject to acceptance within the validity period stipulated in clause 6 of the Instructions to tenderers.

We understand that our tender may be rejected if we propose key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by the EU/EDF.

We are fully aware that, for a consortium, the composition of the consortium cannot be changed in the course of the tender procedure, unless the Contracting Authority has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards the Contracting Authority concerning participation in the above tender procedure and any contract awarded to us as a result of it.

We understand that entities upon whose capacity we rely with regard to economic and financial criteria, become jointly and severally liable for the performance of the contract.

Signed on behalf of the Tenderer

Name	Catalina Clasevici
Signature	
Date	01.03.2021

