

SERVICE TENDER SUBMISSION FORM

Ref: 2SOFT/1.1/11

Accommodation and meals services for students participating in the summer school in Project 2SOFT/1.1/11 "Cross-Border Regional Hub of Competences for the Automotive Industry (CROSSCOMP)"

Capacity-providing entities

An economic operator (i.e. tenderer) 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. If the economic operator relies on other entities it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing with the tender documents a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **For the purpose of the present tender, the data for this third entity for the relevant selection criterion has to be included in a separate document.** Proof of the capacity will also have to be provided when requested by the contracting authority.

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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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

	Name(s) of legal entity or entities submitting this tender	Nationality ¹
Leader ²	TATRA-BIS SRL	Moldova

2 CONTACT PERSON (for this tender)

Name	Mursa Felicia
Organisation	TATRA-BIS SRL
Address	53/4 Al. Bernardazzi street, Chisinau, Rep. of Moldova
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3 ECONOMIC AND FINANCIAL CAPACITY³

Please complete the following table of financial data⁴ based on your annual closed 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	2 years before last year⁵ 2019 EUR	Year before last year⁵ 2020 EUR	Last year⁵ 2021 EUR	Average⁶ EUR	[Past-year EUR]**	[Current year EUR]**
Annual turnover ⁷ , excluding this contract	797422	115927	200212	371187		
Current assets ⁸	115799	47034	13963	58932		
Current liabilities ⁹	67392	14916	4416	28908		
[Current ratio (current assets/current liabilities)]	Not applicable	Not applicable		Not applicable	Not applicable	Not applicable]

4 PERSONNEL

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

Annual manpower	Year before last year 2020		Last year 2021		Current year 2022		Period average	
	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹
Permanent personnel ¹²	5		6		6		6	
Other personnel ¹³	3		1		1		2	
Total	8		7		7		7	
Permanent personnel as a proportion of total personnel (%)	63 %	%	86 %	%	86 %	%	%	%

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 ...
Incoming tourism	x			
Logistics services	x			

Event organisations	x			
Business travel	x			

6 EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past [3] years¹⁴ by the legal entity or entities making this this tender. The number of references to be provided must not exceed 15 .

Ref no 1	Project title		Study visit in Iasi for students					
Name of legal entity	Country	Overall contract value (EUR) ¹⁵	Proportion carried out by legal entity (%) ¹⁶	No of personnel provided	Name of client	Origin of funding	Dates (start/end) ¹⁷	Name of consortium members, if any
TATRA-BIS SRL	România	13 875.00	100%	2	Technical University of Moldova	Client's funding	01- 14.03.2022	...
Detailed description of project						Type and scope of services provided ¹⁸		
Study visit in Iasi for students from Technical University of the Republic of Moldova.						Accommodation at the hotel in Romania, meals at the restaurants and at the hotel, preparation the agenda, logistic support, management of the visits, etc.		

Ref no 2	Project title		BOOTCAMP "START-up GENERATION PROGRAM"					
Name of legal entity	Country	Overall contract value (EUR) ¹⁹	Proportion carried out by legal entity (%) ²⁰	No of personnel provided	Name of client	Origin of funding	Dates (start/end) ²¹	Name of consortium members, if any
TATRA-BIS SRL	Moldova	10500.00	100%	5	ODIMM (Organization for the Development of the Small and Medium Enterprise Sector)	Client's funding	22-27.02.2022	...
Detailed description of project						Type and scope of services provided ²²		
Acquisition of accommodation and logistics services for the development of BOOTCAMP "START-up GENERATION PROGRAM"						Accommodation at the hotel in Moldova for 20 persons, logistics and event organization services, conference room rent for the event, meals, design and printing all necessary materials for the event, transportation services etc.		

Ref no 3	Project title		Study visits in Croatia					
Name of legal entity	Country	Overall contract value (EUR) ²³	Proportion carried out by legal entity (%) ²⁴	No of personnel provided	Name of client	Origin of funding	Dates (start/end) ²⁵	Name of consortium members, if any
TATRA-BIS SRL	Croatia	18289.00	100%	6	CAPMU Consolidated Agricultural Project's Management Unit	Client's funding	January 2022	...
Detailed description of project						Type and scope of services provided ²⁶		
<p>Study visits in Croatia, for learning and enhancing knowledge about the ABP not intended for human consumption management system in Croatia.</p> <p>The Moldovan delegation was consisted of 12 participants and namely from the Ministry of Economy, Ministry of Regional Development and Infrastructure, Ministry of Agriculture and Food Industry, Ministry of Environment, the National Food Safety Agency, the Agency for Intervention and Payments for Agriculture and other relevant government authorities.</p>						<p>Flight tickets, ground transportation in Croatia, accommodation at the hotel in Croatia, meals at the restaurants and at the hotel, translation services, ABP's local manager expert, creation of the itinerary, local logistic support, management of the visits, etc.</p>		

Ref no 4		Project title		"Wine in Moldova"					
Name of legal entity	Country	Overall contract value (EUR) ²⁷	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ²⁸	Name of consortium members, if any	
TATRA-BIS SRL	Moldova	73215.00	100%	2	IP "National Office of Vine and Wine" (ONVV)	Client's funding	October, 2021-October, 2022	...	
Detailed description of project						Type and scope of services provided ²⁹			
Organization and management services for visits of 200 people from Romania to the Republic of Moldova at the Moldovan Wineries.						Accommodation at the hotel in Chisinau for Romanian visitors, excursion and wine tasting at the wineries, transportation services, meals at the winery's restaurant, guide services etc.			

Ref no 5		Project title		Logistics services for staff in Romania					
Name of legal entity	Country	Overall contract value (EUR) ³⁰	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ³¹	Name of consortium members, if any	
TATRA-BIS SRL	Romania	8000.00	100%	2	General Inspectorate for Emergency Situations of the Ministry of Internal Affairs of Rep. of Moldova	Client's funding	2021	...	
Detailed description of project						Type and scope of services provided ³²			
Logistics services for staff, in Romania, done in one of the cities of the eligible counties of the Joint Operational Programme Romania-Republic of Moldova 2014-2020, namely: Botosani, Vaslui, Iasi, Galați. During the 2021 year.						Transportation in Romania, accommodation at the hotel in Romania, meals at the restaurants and at the hotel.			

Ref no 6		Project title						
		Europe Cooperation Day 2021						
Name of legal entity	Country	Overall contract value (EUR) ³³	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ³⁴	Name of consortium members, if any
TATRA-BIS SRL	Moldova	16633.00	100%	4	OGPAE (External Assistance Program Management Office)	Client's funding	September 2021	...
Detailed description of project						Type and scope of services provided ³⁵		
Project: ENI CBC Romania- Republic of Moldova 2014-2020, Joint Operational Programme Romania-Republic of Moldova						Accommodation at the hotel in Chisinau for Romanian delegates, daily allowance for current expenses to Romanian delegates, meals at the restaurant, transportation, logistic support of the event, technical support, live streaming of the event, PR campaign, etc.		

Ref no 7		Project title						
		Observation of the Presidential Elections						
Name of legal entity	Country	Overall contract value (EUR) ³⁶	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ³⁷	Name of consortium members, if any
TATRA-BIS SRL	Moldova	14978.00	100%	5	The Council of Europe	Client's funding	28.10 – 03.11.2020	...
Detailed description of project						Type and scope of services provided ³⁸		
Observation of the Presidential Elections in Rep. Moldova by representatives of the Council of Europe						Airport transfer services, providing assistants - translators for each participant, simultaneous translation services, hotel accommodation services in Chisinau for participants, catering services, conference room rent, transportation services for participants to the election observation post etc.		

Ref no 8	Project title		Corporate incentive tour in Dubai					
Name of legal entity	Country	Overall contract value (EUR) ³⁹	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ⁴⁰	Name of consortium members, if any
TATRA-BIS SRL	UAE	18930.00	100%	6	Adama Romania	Client's funding	2019	...
Detailed description of project						Type and scope of services provided ⁴¹		
Incentive tour in Dubai for employees of the company as a loyalty program.						Flight tickets, accommodation at the hotel in Dubai, meals at the restaurants and at the hotel, excursion program, transportation.		

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 form, including every consortium member, and each capacity-providing entity (if any) must submit a signed declaration on 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

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- ❑ 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 2.6.10.1 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 in the contract notice.

Any subcontractor, including those only aiming at making available experts, are eligible and do not fall in any exclusion situation. All sub-contracting arrangements are mentioned in the organisation and methodology.

This tender is subject to acceptance within the validity period stipulated in clause 6 of the instructions to tenderers.

We confirm that we, including all consortium members, subcontractors and experts are not in the lists of EU restrictive measures (www.sanctionsmap.eu) and we understand that our tender may be rejected, if proved the contrary. We understand that our tender may be rejected if we propose key and non-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 confirm that any key or non-key expert proposed in this tender procedure will either be employed or otherwise legally contracted, directly or indirectly, by the candidate (or, for a consortium, by a member of the consortium). Where any key or non-key experts proposed in this tender procedure will not be directly contracted

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or employed by the candidate (or, for a consortium, by a member of the consortium) but through a third party, the latter is a subcontractor. As such, the latter will be subject to all sub-contracting conditions applicable to this tender procedure, including eligibility and non-exclusion situation. We undertake to declare all such cases of sub-contracting in the Organisation & Methodology.

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	Emilian Dzugas
Signature	
Date	05.07.2022

¹ Country in which the legal entity is registered.

² Add/delete additional lines for consortium members as appropriate. **Note** that a capacity providing entity/subcontractor is not considered to be a consortium member for the purposes of this tender form. Subsequently, data on capacity providing entities/subcontractors must not appear in the data related to the economic, financial and professional capacity but on a separate document. If this tender is submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for submission of tenders indicated in the Contract notice and the award of the contract is not permitted without the prior written consent of the contracting authority.

³ Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means.

⁴ If this tender form is submitted by a consortium, the data in the table must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this form. Consolidated data are not allowed for financial ratios.

⁵ Last year = last accounting year for which the entity's accounts have been closed.

⁶ Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

⁷ The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

⁸ A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.

⁹ A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.

¹⁰ If this tender form is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this tender form.

¹¹ Manpower in fields related to this contract, corresponding to the specialisations identified in point 5.

¹² Personnel directly employed or contracted by the candidate on a permanent basis (i.e. under indefinite contracts).

¹³ Other personnel directly employed or contracted by the candidate on a non-permanent basis (i.e. under fixed-term contracts).

¹⁴ [References must be contracts implemented by the legal entity \(or legal entities\) submitting the tender \(with the exception of documented cases of company buyout or universal succession\)](#). For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered.

¹⁵ The effect of inflation will not be taken into account.

¹⁶ Only the proportion carried out by the legal entity may be used as reference.

¹⁷ If the reference contract is only partially completed, please quote the percentage and value which has been completed.

¹⁸ Please also indicate the function of key experts provided, whether belonging or not to permanent personnel, and the number of months each of them worked on the project.

¹⁹ The effect of inflation will not be taken into account.

²⁰ Only the proportion carried out by the legal entity may be used as reference.

²¹ If the reference contract is only partially completed, please quote the percentage and value which has been completed.

²² Please also indicate the function of key experts provided, whether belonging or not to permanent personnel, and the number of months each of them worked on the project.

²³ The effect of inflation will not be taken into account.

²⁴ Only the proportion carried out by the legal entity may be used as reference.

²⁵ If the reference contract is only partially completed, please quote the percentage and value which has been completed.

²⁶ Please also indicate the function of key experts provided, whether belonging or not to permanent personnel, and the number of months each of them worked on the project.

²⁷ The effect of inflation will not be taken into account.

²⁸ If the reference contract is only partially completed, please quote the percentage and value which has been completed.

²⁹ When supporting documents are to be issued by contracting authorities after the date of publication of PRAG 2014, please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.

³⁰ The effect of inflation will not be taken into account.

³¹ If the reference contract is only partially completed, please quote the percentage and value which has been completed.

³² When supporting documents are to be issued by contracting authorities after the date of publication of PRAG 2014, please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.

³³ The effect of inflation will not be taken into account.

³⁴ If the reference contract is only partially completed, please quote the percentage and value which has been completed.

³⁵ When supporting documents are to be issued by contracting authorities after the date of publication of PRAG 2014, please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.

³⁶ The effect of inflation will not be taken into account.

³⁷ If the reference contract is only partially completed, please quote the percentage and value which has been completed.

³⁸ When supporting documents are to be issued by contracting authorities after the date of publication of PRAG 2014, please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.

³⁹ The effect of inflation will not be taken into account.

⁴⁰ If the reference contract is only partially completed, please quote the percentage and value which has been completed.

⁴¹ When supporting documents are to be issued by contracting authorities after the date of publication of PRAG 2014, please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.