

European Union Project in Ghana
“Accountability, Rule of Law and Anti-Corruption Programme - ARAP”

**TENDER FOR ADMINISTRATIVE SPECIFICATIONS FOR THE CONTRACTING
OF PRINTING AND GRAPHIC DESIGN SERVICES**
Reference number: 01/17/ARAP

1. BACKGROUND

FIIAPP is a foundation of the State public sector whose activities, characterised by the absence of profit and the pursuit of the general interest, is framed in the field of international cooperation aimed at the institutional modernisation, for the reform of Public Administrations and the attainment of democratic governance.

According to its mission, the Foundation has been awarded the Delegation Agreement “*Accountability, Rule of Law and Anti-corruption Programme -ARAP*” funded by the European Union.

The overall objective of the programme is to promote good governance in Ghana by reducing corruption and improving accountability and compliance with the rule of law, particularly when it comes to accountability, anti-corruption and environmental governance.

2. CONTRACTING AUTHORITY

According to the Contracting Manual of the FIIAPP, approved by its Board of Trustees, the contracting authority will be, meeting the budget, and according to the stipulation fifth a), the Secretary of State.

3. LEGAL SCHEME AND COMPETENT JURISDICTION

This contract is private in nature, and the civil jurisdiction is competent for hearing any disputes that may arise from the performance hereof.

Nevertheless, the actions of preparing and awarding the same will follow the procedures set forth in FIIAPP's internal contracting instructions, in application of Article 3.3.b) of Legislative Royal Decree 3/2011 of 14 November, which approves the Recast Text of the Law on Contracts of the Public Sector (TRLCSP), as an entity of the public sector due to its legal nature and due to the contracts that it enters into.

These Specifications are contractual in nature and contain the detailed conditions with which performance of the contract will comply.

4. CAPACITY TO CONTRACT

All legal persons, Spanish or foreign, who have the full capacity to act, who are not subject to the prohibitions to enter into contracts as listed in section 1 of Article 60 of the TRLCSP and who are economically, financially, technically and professionally solvent may opt for the award of this contract. They must also hold the business or professional qualification that, if applicable, may be required to perform the activity or provide the service that constitutes the purpose of the contract. Wherefore, the regulations contained in Chapter II of Title II of Book I of the TRLCSP will be taken into consideration.

5. PURPOSE OF THE CONTRACT

The purpose of the contract is the engagement of services and the production of deliverables in Ghana including the graphic design, layout and printing of a broad range of products related to the Programme. These include, but are not limited, to the delivery of reports, policy briefs, discussion papers, posters, roll up banners and a broad range of stationery items/branding materials (USB, letterheads, PowerPoint templates, business cards, etc.).

The products aim to facilitate effective communication with stakeholders, prospective partners and the public, by providing an easily accessible overview and summary of the main function, rationale, thematic focus, structure and envisaged outputs of the Programme. The Coordination Unit (CU) will provide the main content, including key messages, phrases, paragraphs and facts, as well as documents and background information.

6. DESCRIPTION OF THE SERVICE

ARAP seeks an established company with experience at the International and National level, developing communication materials for government bodies and International organizations. The selected company must be able to:

- 1) show innovative designs capable of transmitting clear messages
- 2) support the accurate profiling/branding of ARAP
- 3) produce high-quality work at a good cost-value
- 4) work hand-in-hand with the Coordination Unit to service ARAP's communication needs
- 5) deliver all the final printed materials in the CU Office in Accra, Ghana.

This tender specifications presents an overview of the different type of products to be produced by ARAP for which a graphic design firm is needed. There will be variation in product specifications (type, size, colour, etc.) as the needs change or evolve depending upon demand expressed by ARAP's work, partners and audiences. Particular accountabilities for the selected firm include that it:

- Maintain and strengthen ARAP'S brand;
- Safeguard and ensure that all publications, reports and products are produced in line with graphic guidelines;
- Maintain and further develop graphic guidelines, in line with overall ARAP directives (accommodation and modification if needed);
- Implement graphic guidelines in all ARAP products;
- Deliver creative and innovative ideas for print presentations;
- Design and layout of reports and other products; and
- Improve and edit artworks, photos, charts and other graphic elements.

In addition to the printed copies, all products should be delivered in formats allowing for online dissemination.

Products to be delivered within this contract must follow the guidelines established in ARAP Communications and Visibility Manual (see APPENDIX III of Technical Specifications).

Performance of the contract will comply with the conditions detailed in the Particular Administrative Conditions and the Technical Specifications, which are contractual in nature, wherefore they must be signed by the successful bidder in witness whereof, in the same act of formally executing the contract.

7. TENDER BUDGET

The budget line for this contest is of a maximum of 295.000 euros for all project implementation.

8. CONTRACTUAL TERM

Provision of the service will take place until the end of the Project implementation.

The FIIAPP reserves the right to rescind the contract at any time in the event that it does not agree with the requested service.

9. GUARANTEES

The awarded company will be bound to set up a guarantee equivalent to 5% of the amount of the award, as it is set forth in Article 95 of the TRLCSP.

The guarantees will be set up in accordance with the provisions set forth in Article 95 et seq of the TRLCSP.

The guarantee above required may be provided in one of the following ways:

- A) In cash, or in Public Debt securities. The cash or Public debt will be deposited in the “Caja General de Depósitos” or in its branches within the Delegations of the Spanish Ministry of Economy and Finance, in the form and with the conditions that the norms of development of the TRLCSP establishes.
- B) By bank guarantee, provided in the form and conditions established by the norms of development of the TRLCSP, by any of the banks, savings banks, credit cooperatives, financial credit institutions and reciprocal guarantee societies authorized to operate in Spain. The bank guarantee must be presented in the Register of FIIAPP.
- C) By a bond insurance contract, executed in the form and conditions established by the implementing regulations of the TRLCSP, with an insurer authorized to operate in the sector. The certificate of insurance must be delivered in the Register of FIIAPP.

In case the selected company does not present the required guarantee, the contract shall not be signed and the tender will be awarded to the next selected company.

10. PROCEDURE AND FORM OF AWARDING THE CONTRACT

In accordance with the Internal Contracting Instructions of the FIIAPP, when it concerns contracts not subject to harmonised regulation, with an estimated amount of equal to or greater than 20.000 Euros but less than 300.000 Euros, the FIIAPP will publish an announcement on its web page in the contracting party's profile.

For the award of these contracts, the FIIAPP will undertake a negotiated procedure on a competitive basis in which at least five companies authorised for the purpose of the contract will be invited to submit a bid, to the extent possible.

II. PRESENTATION OF PROPOSALS

In order to participate in this tender, the proposing party must submit either at FIIAPP's office in Madrid:

FIIAPP Headquarters
FIIAPP / ARAP Programme C/ Beatriz de Bobadilla N°18 28040 Madrid Spain

Deadline: GMT 12:00 p.m. on **31st March 2017**, the bid that they propose, **in three sealed envelopes**. These envelopes must indicate, on the outside of each one, the tender procedure and reference number for which the bid is being submitted, the signature of the proposing party, the name of the company, the full name and capacity of the person signing the proposal and the information of the contact person at the company, all of which must be written legibly.

<i>CLEARLY IDENTIFY THE FOLLOWING INFORMATION IN THE OUTSIDE OF EACH OF THE THREE ENVELOPES</i>
Tender procedure: ADMINISTRATIVE SPECIFICATIONS FOR THE CONTRACTING OF PRINTING AND GRAPHIC DESIGN SERVICES Reference number: 01/17/ARAP Company name: Full Name and capacity of the signatory: Signature (signatory): Contact person, email address and phone number:

In the event that the bid is sent by mail, the tenderer must justify the mailing date at the Postal Office and must inform the FIIAPP that a bid has been sent by sending a fax to 34.91.535.27 55, by sending a telegram that same day or by sending an e-mail sent to arap.ghana@fiiapp.org. If both requisites are not met, the bid will not be admitted if it is received at the FIIAPP after the end of the period indicated in the announcement.

12. FORM AND CONTENT OF THE PROPOSALS

Companies that submit bids must present 3 separated envelopes:

- 1) **Administrative proposal**
- 2) **Technical proposal**
- 3) **Financial proposal**

Envelope N° 1. Administrative proposal

The proposal must contain the following administrative documentation:

1. The capacity to act will be proved by:
 - The deed or document of incorporation, the articles of association or the

founding deed, which must record the rules that govern the business activity, duly recorded in the corresponding Public Registry, if applicable depending on the type of legal person in question.

- Documents that prove representation: The person with power of representation must include a notarised or administratively certified copy of their powers of attorney, together with a copy of their National Identity Document or, if applicable, a copy of the document serves in its stead.

All legal persons who wish to tender must attach the following documentation for the identification of the beneficial owner (Articles 3 and 4 of the Money Laundering Prevention Act, Law 10/2010, of 28th April):

Identification of the natural person(s) who ultimately possesses or controls, directly or indirectly, more than 25% of the capital or the voting rights of the legal person, or who, through other means, exercises direct or indirect control of the management of the legal person. An exception is made for companies listed on a stock market regulated by the EU or by equivalent third countries (**APPENDIX III**).

- Different documents according to:

1.1. Spanish Proprietors

Companies with a legal personality.

The capacity to act of companies that are legal persons will be proved by the founding and amending deeds thereof, recorded in the Companies Registry when this is a requirement in accordance with applicable commercial legislation. If it were not a requirement, proof the capacity to act will be given by the deed or document of incorporation or amendment, by the articles of association or by the founding deed, which must record the rules according to which the business activity is regulated and which must be recorded in the corresponding official registry, if applicable.

1.2. Foreign proprietors

EU companies:

EU companies that, in accordance with the legislation of the State in which they are established, are qualified to provide the service in question may submit a bid, in accordance with the provisions set forth in Article 58 of Royal Decree 3/2011 of 14 November, which approves the TRLCSP.

Non-EU companies:

Legal persons of non-member States must justify, by a report from the respective Permanent Diplomatic Mission of Spain (see below), which must accompany the submitted documentation, that the State of origin of the company admits Spanish companies when contracting with public administrations.

Economic and Commercial Office of the Spanish Embassy in Ghana:
57 B Patrice Lumumba Road Airport Residential Area
Accra, Ghana
Phone: (+233) 302 974 979
Email: accra@comercio.mineco.es

1.3. Temporary joint venture

When two or more companies submit bids to a tender as a temporary joint venture, each one of the proprietors comprised in the joint venture must prove their legal personality, their capacity to act and their representation. In a private document, they must indicate the names and circumstances of the signing proprietors, the equity holding of each one and the person or entity that, during the contractual term, holds full powers of representation (Article 59 of Royal Decree 3/2011 of 14 November, which approves the TRLCSP).

2. A statement of compliance with having the full capacity to act and of not being subject to the prohibitions to contract provided for in Article 60 of the TRLCSP (APPENDIX II).
3. Solvency:
 - Financial: proved by an annual turnover figure of at least the maximum tender budget. This figure will be proved by submitting a copy of the annual financial statements corresponding to 2014 and 2015.
 - Technical: at least 1 previous work (understanding as project or work finalised) provided to an International Organisation or company, justified by the presentation of a document sign by the said organisation, providing the compliance and quality of the work performed. The quality of the work performed should be similar to the requirements of this bid.

Envelope Nº 2. Technical proposal

The evaluation of the technical proposal will be based on the previous work with international organisations/companies (APPENDIX I of the Technical Specifications) and the sample products provided by each tenderer as described below and in APPENDIX II of the Technical Specifications.

All the products contained in the offer should be aligned to the ARAP's visibility and branding guidelines attached to this tender (See APPENDIX III of the Technical Specifications).

The **products** (one sample per product) to be provided for the assessment are the following:

- Product 1: Brochure of the programme (10 points)
- Product 2: Event agenda (10 points)

- Product 3: Roll up banner for the proposed event (10 points)
- Product 4: Concept layout of a report: cover and first 3 pages (10 points)
- Product 5: Folder (A4) (10 points)

In addition, inside the envelope No. 2 of the technical proposal, should be included, in any case, copy of the documentation in electronic format (CD or USB).

Financial data will not be allowed in the technical proposal, which will be cause for exclusion.

Envelope Nº 3. Financial proposal

Financial bid, according to the model included as **APPENDIX I**.

➤ Common aspects of the administrative, technical and financial proposals:

The proposals must be drafted in Spanish or English language.
Proposals that may contain omissions, errors or cross-outs that prevent a clear understanding of what the FIIAPP deems to be essential in order to consider the bid will not be accepted.

Each tenderer may not submit more than one proposal. Each tenderer also may not sign any proposal in a temporary joint venture with others if they have already submitted one individually or if they are recorded in more than one. A violation of these rules will give rise to not admitting the tender of any of the proposals signed by that tenderer.

All documents that may be submitted must be originals or certified photocopies, except for the receipt of the guarantee, which must necessarily be the original.

If the documentation is notarial, it must comply with the requisites regarding authentication set forth in the Law and in Notarial Regulations.

For this tender process, documents stamped by the Foundation at the Registry may also be validated as true copies of originals.

13. CERTIFICATION AND QUALIFICATION OF DOCUMENTS

Once the envelopes have been received by the Secretary of the Contract Award Committee, the Contract Award Committee will meet to previously qualify the documents submitted in the proper time and manner.

If the committee observes defects or omissions in the submitted documentation that can be corrected, it will inform the interested parties verbally and in writing, thereby granting a period of no more than three business days so that tenderers can correct or amend such defects or omissions, thereby cautioning them that the tenderer will be definitively excluded if they do not proceed to correct the documentation within the granted period.

In this event, the tendering companies that are required to correct defects must send in the requested documentation by presenting it, without exception, at the Registry.

Subsequently, the Contract Award Committee will meet again to adopt the appropriate resolution about definitive admission of the tenderers in view of the received corrections.

14. CONTRACT AWARD COMMITTEE

The composition of the Contract Award Committee will be the following:

- ✓ Chairman: Director
- ✓ Members:
 1. Director of Financial Management Area
 2. ARAP Project Manager
 3. ARAP Team Leader
 4. ARAP Finance Officer
- ✓ Secretary: Head of Legal Department

15. OPENING OF THE FINANCIAL PROPOSAL

The envelope with the financial proposals of the various bids will be opened by the Contract Award Committee in a public session on the 6th April 2017 at 12:00 p.m. at FIIAPP headquarters (c/Beatriz de Bobadilla nº 18, 28040 Madrid, Spain) connecting by Skype with Accra's office.

16. EVALUATION OF THE PROPOSALS

The evaluation of the proposals will be made according to the following criteria:

Financial proposal	30 Points
Financial proposal (see APPENDIX I)	
Technical proposal	70 Points

<p>Previous work for International Organizations or companies and/or Similar programmes (APPENDIX 1 of Technical Specifications). By way of example, and not as a limitation or restriction, it would be considered the previous work with the Delegation of the European Union in Ghana, multilateral organisations or donors (UUNN, DFID, USAID, Japan cooperation, etc), international or multinationals companies, consular office or diplomatic missions, or with project stakeholders such as NCCE or CHRAJ.</p> <p>5 points for each work (understanding as project or work finalised provided to an International Organisation or companies/similar programmes over the first one needed as Solvency. Works must be justified by the presentation of a document sign by the said organisation, providing the compliance and quality of the work performed. The quality of the work performed should be similar to the requirements of this bid.</p>	<p>20 points</p>
<p>Technical offer</p> <p>The evaluation of the technical proposal will be based on the quality of the sample products described in APPENDIX II of Technical Specifications, according to the project Visibility Manual.</p> <ul style="list-style-type: none"> ○ Brochure of the programme ○ Event agenda ○ Roll up banner for the proposed event ○ Concept layout for a report (Cover and first 3 pages) ○ Folder (A4) <p>The criteria to evaluate each of the 5 products detailed above, to which could be assign a maximum of 10 points, are the following:</p> <ul style="list-style-type: none"> - Follow ARAP visibility Manual: <ul style="list-style-type: none"> ○ 0 point for non-compliance bidders ○ 2 points for partially compliance ○ 4 points for total compliance with requirements - Quality of the products delivered and compliance with technical specifications: <ul style="list-style-type: none"> ○ 0 points for low quality ○ 3 points for medium quality ○ 6 points for high quality. 	<p>50 point</p> <p>10 Points 10 points 10 points 10 points 10 points</p>

The submitted proposals will be evaluated according to the financial and technical bid.

- For weighing the financial proposal, the total estimate of each company will be assessed. The formula used will be the following:

1. Best financial bid: maximum score (30 points) (Box A)

All other bids:

Application base: maximum score X Bid being assessed
Best bid

2. Application of the criterion of proportionality.

Financial assessment: Maximum score x Maximum score
Application base

➤ For weighing the technical proposal:

- Scores will be given according to the evaluation of the various criteria appearing in the above table.

17. AWARD OF THE CONTRACT

The contract is concluded by the appropriate award of the contract by the Contracting Authority, at the proposal of the Contract Award Committee. The Contracting Authority must give the reasons for its decision if it dissents from the Award Committee's proposal.

The contract will be awarded within the maximum period of 2 months as from opening of the sealed envelopes in a public session.

The award of the contract will be notified to the tenderers in writing via the fax or e-mail provided.

18. FORMAL EXECUTION OF THE CONTRACT

The document of formal execution of the contract will be executed within the period of two months as from the day following reception of notification of the award.

When, for causes attributable to the contractor, the contract could not be formally executed within the indicated period, the FIIAPP may resolve to terminate the same, subject to a mandatory hearing of the interested party.

The contract will be private in nature, and the civil jurisdiction is competent for hearing any disputes that may arise from the interpretation or application thereof.

19. GOVERNING RULES

The contract that is signed will be private in nature and will be governed by the following:

- The clauses contained in these Specifications.
- The Manual for the Contracting of Supplies and Services of the FIIAPP.
- The provisions set forth in Law 50/2002, on Foundations.
- The provisions set forth in Royal Legislative Decree 3/2011 of 14 September, approving the Recast Text of the Law on Contracts of the Public Sector.

The failure to know any of the terms of the contract, of the documents attached with the same or of the instructions, specifications or rules of any kind issued by the FIIAPP that may be applicable to performance of the agreement will not relieve the proprietor from the obligation of compliance therewith.

20. PAYMENT SCHEME

Payment will be made after every order, subject to an invoice submitted by the successful bidder.

Payments will be made in Euros.

21. SUBCONTRACTING

The activities, object of this contract, must be executed directly by the successful company. Exceptionally, the FIIAPP may authorise the subcontracting of personnel or tasks related to the purpose of the contract by a company other than the successful bidder, under the terms provided for in Articles 210 and 211 of the LCSP. Acceptance must be express. It will be an essential requisite that the subcontractor company be current in all payment obligations regarding taxes and social security.

The successful company will be liable to the FIIAPP for the actions of the subcontracted company in all areas, including service quality, delivery deadline, completion and obligations regarding data and information processing, as well as compliance by the subcontracted company with its social and tax obligations.

22. OWNERSHIP OF THE WORK PERFORMED

All work that may be performed in any of the sections will be the property of the FIIAPP.

The successful bidder may not use on its own or provide to third parties any data of the contracted works or totally or partially publish the content of the same without the express, written authorisation of the FIIAPP. In any event, the successful bidder will be liable for the damages that may be derived from a breach of this obligation.

23. TERMINATION OF THE CONTRACT

The causes for termination of the contract are those set forth in Articles 223 and 237 of the TRLCSP.

24. START OF WORK

The official starting date will be the following day to the contract formalization.

APPENDIX I (Envelope Nº 3)

FINANCIAL PROPOSAL

Mr/Ms....., of full legal age, a resident of..... and holder of D.N.I. [National Identity Document] No....., on behalf of or representing the company,, with its registered address at and holder of NIF [Tax ID No.], in order to participate in the call for tenders:

“Printing and graphic design services”

Called by the International and Ibero-American Foundation for Administration and Public Policies (FIIAPP), states the following:

That they undertake to perform the service for which they are submitting a bid, subject to the requisites and required conditions, for the following prices in Euros (do not include taxes):

PRODUCT	DESCRIPTION	UNIT PRICE EUROS	CALCULATED ON	TOTAL EUROS
Design, layout and printing of publication materials				
Report	- Internal and external design layout, photograph editing - A4, A5 or 21 X 27 cm; 32 - 48 pages; 4 colour; graphs and tables; print and electronic use. - Covers: 4 colours, on coated card of 300 grams. - Inside pages: 4 colours, 125gr paper. - Saddle stitched or perfect bound.		100 units	
			25 units	
Books	- Internal and external design layout, photograph editing - A4, A5 or 21 X 27 cm; 100 - 130 pages; 4 colour; graphs and tables; print and electronic use. - Covers: 4 colours, on coated card of 300 grams. - Inside pages: 4 colours, 125gr paper. - Perfect bound.		100 units	
			25 units	
Handbooks	- Internal and external design layout, photograph editing - A4, A5 or 21 X 27 cm; 10 - 32 pages; 4 colour; graphs and tables; print and		500 units	
			25 units	

	electronic use. - Covers: 4 colours, on coated card of 300 grams. - Inside pages: 4 colours, 125gr paper. - Saddle stitched.			
Brochure and leaflets	- 21 x 27 cm or A4 - 4x4 colours, 125gr paper.		250 units	
			25 units	
Design, layout and printing of visibility materials				
Roll up Banner	Printing on PVC 850mm X 2000mm		1 unit	
Posters A5	4 x 4 colour		250 units	
			25 units	
Posters A3	4 x 4 colour		250 units	
			25 units	
Folders A4	- Folder A4, (23,5 x 32,5) - Printed front and rear 4x4 colours - Coated paper 300gr		100 units	
			25 units	
Business cards	- 8 x 4.5 cm - 300gr coated paper - front and cover 4x4 colours		500 units	
			100 units	
Letter heads A4	A4		500 units	
			100 units	
Calendar (desktop)	- 4x4 colour - art paper - 13 pages including cover		250 units	
			50 units	
Calendar (Wall A2)	- 4x4 colour - A2 art paper - 13 pages including cover		250 units	
			50 units	
Pens	Bic or similar. Model XS finestyle.		500 units	
			100 units	
Notepads	- 100 leaves - A5		250 units	
			50 units	
Notepads 100 leaves A3	- 100 leaves - A6		250 units	
			50 units	
	8GB. PVC material or similar		250 units	

USB memory stick				
			50 units	
Horizontal banner	- Printing on PVC 2000mm X 1000mm		100 units	
			10 units	
Stickers	10X15cm		250 units	
			50 units	
TOTAL PRICE				(Box A)

The products not included in this list will be determined during the implementation of the project. The products listed above are not considered as a purchase volume commitment by FIIAPP, as only the necessary products for the project implementation would be required.

For all of the above mentioned products the firm will prepare printing packages including all layout and design files, including pre-press for the printing house and web-versions. The firm will also be responsible for supervising the printing process by closely liaising with printing houses and insuring high quality of the printed products.

As information, companies must provide with a list price detailing prices and tranches different of those required above, however this information won't be considered for the evaluation of the bidders. Non-compliance with this requirement will constitute a reason for exclusion.

In....., on.....[day].....[month] 2017.

Signed:

APPENDIX II (Envelope Nº 1)

STATEMENT OF COMPLIANCE

Mr/Ms, holder of D.N.I., acting in representation of, holder of C.I.F. and with its registered address at, in their capacity as and interested in the contract award procedure called by the International and Ibero-American Foundation for Administration and Public Policies,

Hereby makes this **STATEMENT OF COMPLIANCE**, for the purpose of the provisions set forth in Article 146.1 c) of the Recast Text of the Law on Contracts of the Public Sector (hereinafter, the 'TRLCSP'), approved by Legislative Royal Decree 3/2011 of 14 November:

- My client is not subject to any cause of prohibition to enter into contracts with the public sector in accordance with the provisions set forth in Article 60.1 of the TRLCSP.
- I am current in compliance with all tax and social security obligations imposed by provisions in force, without prejudice to undertaking to provide proof of such requisite before formally executing the contract, in accordance with the General Specifications according to which contracting is governed, if my client is awarded.

In....., on.....[day].....[month] 2017

(Place, date and signature of the tenderer)

Signed:

APPENDIX III (Envelope Nº 1)

Statement of compliance for legal persons

Mr/s, holder of N.I.F....., acting as CEO and sole director of, holder of N.I.F, and with address for notifications at, No. ..., (Postcode), (Town/City), for the purpose of compliance with the provisions of prevailing regulations on the prevention of money laundering and terrorism financing,

HEREBY CERTIFIES

1. That the data set out in the documentation provided to comply with the formal identification obligation established in Article 4 of the Regulation of Act 10/2010 are true and accurate, and all this information remains valid:

☐ YES

☐ NO

2. That the ownership or control structure of the company represented is as follows:

☐ No partner / shareholder has a holding greater than 25%.

☐ That the partners / shareholders with holdings greater than 25% are:

FULL NAME OF THE PARTNER OR SHAREHOLDER	PP / LP	IDENTIFICATION	NATIONALITY	HOLDING (%)

PP: physical person / LP: legal person

3. That the physical persons who ultimately own or control, directly or indirectly, a percentage greater than 25% of the share capital or voting rights of the legal person that I represent, or which through statutory provisions or agreements or other means exercise control, directly or indirectly, of the legal person, are:

☐ That no physical person/s ultimately own(s) or control(s), directly or indirectly, a percentage greater than 25% of the share capital or voting rights of the company that I represent, or through other means exercise(s) control, directly or indirectly, of the management of this company.¹

☐ The following:

FULL NAME OF THE BENEFICIAL OWNER	IDENTIFICATION	NATIONALITY	CONTROL (%)

4. That the directors, members of the Board of Trustees (for foundations) or members of the Board of Directors (for associations) are:

NAME OF DIRECTOR	PP / LP	IDENTIFICATION	NATIONALITY

In the event that any of the aforementioned directors, trustees or members of the board of directors are legal persons, state the name of the physical person appointed by the legal person director:

COMPANY	NAME OF DIRECTOR	IDENTIFICATION	NATIONALITY

In witness whereof, this document has been issued for all required purposes.

In....., on.....[day].....[month] 2017
(Place, date and signature of the tenderer)