**Standard form No. 1:**

**ADMINISTRATIVE INFORMATION ABOUT THE TENDERER**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tenderer’s name**

|  |
| --- |
| **ADMINISTRATIVE INFORMATION:** |
| Seat and registered office:* Country, ZIP Code, city, municipality
* District, street, No.
* Telephone, fax:
* E-mail:
 |  |
| **Uniform Identification Code** |  |
| **BULSTAT** |  |
| **Reg. No. under the VAT Act** |  |
| **Bank accounts**Servicing bank* City, branch, office
* Account holder
* Bank account (IBAN)
* Bank code (BIC)
 |  |
| **Information about the submitter** Legal representative/proxy:* Full name
* Identity card No., date, issued by, Personal Number
* Position
* Telephone/Fax/e-mail:
 |  |

 **Signature:**

|  |  |
| --- | --- |
| **Date**  | \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_ |
| **Name and surname** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Position**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Tenderer’s name** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Note: The document shall also be submitted for the subcontractor(s), according to the type and share in the contract they perform.*

***Standard form No. 2***

**DECLARATION**

I, the undersigned.....................................................................................................................................,

(full name)

PIN ............................................................, in the capacity as: ................................................................(position)

of ...............................................................(tenderer’s name), UIC .........................................................,

having its seat and registered office at: ......................................................................................................

with regard to participation in a public procurement with the subject: **“Selection of a real estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa”.**

 **HEREBY DECLARE that:**

**all obligated persons within the meaning of Article 54, paragraph 2 of the PPA, as follows**

|  |  |
| --- | --- |
| the persons who represent the tenderer are: |  |
| the members of its management or supervisory bodies according to the register in which the tenderer or candidate, if any, is entered, or documents certifying its legal personality. |  |
| When the composition of these bodies includes a legal person, the grounds shall refer to the natural persons who represent it according to the register, in which the legal person is entered, if any, or the documents attesting to its legal personality |  |

Date:.............................. Declarer: ……………………….

city of: .......................... (signature and stamp)

***Standard form No. 3***

**DECLARATION**

(concerning the circumstances under Article 54(1), Items 1, 2 and 7 of the Public Procurement Act)

I, the undersigned ……………………………….. *(full names),* in my capacity as …………………………….. *(position) of* …………………….. *(tenderer’s name)* UIC/Bulstat/PIN ………………, with company seat and registered address at ………………………..

Re: A public procurement with subject: **“Selection of a real estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa”.**

**HEREBY DECLARE THAT:**

In my capacity as person under Article 54, paragraph 2 of PPA:

1. I have not been convicted by an enforceable sentence/I am rehabilitated (***please delete as appropriate***) of:

1.1. of a criminal offence referred to in Article 108a, Articles 159a to 159d, Article 172, Article 192a, Articles 194 to 217, Articles 219 to 252, Articles 253 to 260, Articles 301 to 307, Articles 321 and 321a, and Articles 352 to 353f of the Criminal Code;

1.2. of a criminal offence similar to those under item 1 in another Member State or in a third country;

2. There is no conflict of interest that cannot be remedied.

I am aware that I am liable to be prosecuted in accordance with Article 313 of the Criminal Code for any false data.

Date: ................ Declarer:.......................................

(date of signing) (signature and stamp)

*Important! The grounds pursuant to Article 54, paragraph 1, items 1, 2, and 7 shall refer to the persons, who represent the participant or the tenderer and the members of its management or supervisory bodies according to the register in which the tenderer or candidate, if any, is entered, or the documents certifying its legal personality. When the composition of these bodies includes a legal person, the grounds shall refer to the natural persons who represent it according to the register, in which the legal person is entered, if any, or the documents attesting to its legal personality.*

***Standard form No. 4:***

**DECLARATION**

 (regarding the circumstances under Article 54, paragraph 1, Items 3–6 of the PPA)

I, the undersigned ……………………………….. *(full names),* in my capacity as …………………………….. *(position) of* …………………….. *(tenderer’s name)* UIC/Bulstat/PIN ………………, with company seat and registered address at ………………………..

CONCERNING: public procurement with subject: **“Selection of a real estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa”.**

**HEREBY DECLARE THAT:**

1. The tenderer represented by me has no obligations for taxes and compulsory social security contributions within the meaning of Article 162, paragraph 2, item 1 of the Tax and Social Insurance Procedure Code and interest thereon, to the State or to the municipality, where the Contracting Authority and the tenderer have their registered offices, or any similar obligations, under the law of the State where the tenderer is established, proven by an enforceable instrument of a competent authority.

2. There is no unequal treatment in the cases referred to in Article 44, paragraph 5 of the PPA.

3. The tenderer represented by me has not produced a document making a false statement, related to attesting the absence of grounds for exclusion or fulfilment of the selection criteria.

4. The participant represented by me has provided the information required, relating to attesting the absence of grounds for exclusion or fulfilment of the selection criteria.

5. No infringement of Article 61, paragraph 1, Article 62, paragraphs 1 or 3, Article 63, paragraphs 1 or 2, Article 118, Article 128, Article 228, paragraph 3, Article 245 and Articles 301–305 of the Labour Code or of Article 13, paragraph 1 of the Labour Migration and Labour Mobility Act or of similar obligations, stipulated by an instrument of a competent authority pursuant to the legislation of the State where the tenderer is established, was found by an enforceable penal decree or by a court decision.

I am aware that I am liable to be prosecuted in accordance with Article 313 of the Criminal Code for any false data.

Date: ................ Declarer:.......................................

(date of signing) (signature and stamp)

***Standard form No. 5***

**DECLARATION**

**under Article 3, Item 8 and Article 4 of the Economic and Financial Relations with Companies Registered in Preferential Tax Regime Jurisdictions, the Persons Controlled Thereby and their Beneficial Owners Act**

I, the undersigned …………………………………………………...........

*(full name)*

in my capacity as………………………………………………………………………..

 *(indicate position)*

as representative of …………….………………………………………………………………..

 *(name of the tenderer in this procurement)*

a tenderer in a public procurement with subject: **“Selection of a real estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa”.**

**HEREBY DECLARE THAT:**

**1.** The company represented by me **is not** registered in a preferential tax regime jurisdiction/The company represented by me **is** registered in a preferential tax regime jurisdiction, namely: .......................................

*Note: In item 1, please leave the correct option and delete the incorrect one.*

**2. I am not/a controlled entity** by a company registered in jurisdiction with preferential tax regime in conjunction with §1, Item 5 of the Supplementary Provisions of EFRCRPTRJPCTBOA. The preferential tax regime jurisdiction is: ………………………………………………………………………………………………………………………………………………………………………………………………………………………....

*Note: In item 2 please leave the correct option and delete the incorrect one.*

**3.** The tenderer represented by me is not/a controlled entity by a company registered in jurisdiction(s) with preferential tax regime. *A preferential tax regime jurisdiction shall denote: ………………………………………………………………………………………………………………………………………*

*Note: In item 3 please leave the correct option and delete the incorrect one.*

**4.** The company represented by me qualifies for the exceptions under Article 4, Item ............. EFRCRPTRJPCTBOA.

*Note: Item 4 shall be completed if the company is registered in a preferential tax regime jurisdiction or is a person controlled by a company, registered in a preferential tax regime jurisdiction*.

**5.** I am aware of the powers of the Contracting authority under article 5(1) Item 3 of EFRCRPTRJPCTBOA.

I am aware that I am liable to be prosecuted in accordance with Article 313 of the Criminal Code for providing untrue data in this declaration.

Date: ……………………… Declarer: ………………………

*(date of signing) (signature and stamp)*

*Note: To be submitted by the representative of the tenderer according to the commercial registration.*

*Where the tenderer is a consortium of several persons/entities, this declaration shall be submitted for each of those persons/entities*.

*In case the tenderer envisages to employ a subcontractor(s), this declaration shall be submitted for each of those subcontractors by their respective representatives.*

*The declaration in regard to each tenderer shall be prepared by reflecting in its text all circumstances, which are true and relevant for the specific tenderer, while any circumstances that are contained in the form, but are untrue and irrelevant for the specific tenderer, shall be struck through or deleted.*

***Standard form No. 6***

**LIST OF THE SERVICES WITH SUBJECT AND SCOPE, SIMILAR TO THE SUBJECT AND SCOPE OF THE PUBLIC PROCUREMENT, PROVIDED BY THE TENDERER DURING THE LAST THREE YEARS PRIOR TO THE DATE OF SUBMISSION OF THE TENDER**

 I, the undersigned: …………………………………………………...........

in the capacity as ……………………………………………………..…(position) of …………………………………………………………………………………(tenderer’s name) *–* participant in public procurement awarded in pursuance of Chapter Twenty-Sixth of PPA with subject-matter: **“Selection of a real estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa”.**

**HEREBY DECLARE THAT:**

In the recent three years prior to the date of submission of the tender, the tenderer represented by me has implemented the following procurement contracts with subject and scope, similar to the subject and scope of the public procurement:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Brief description*** | ***Beneficiary*** | ***Period of implementation*** | ***Value (BGN)*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I am aware of my liability under Article 313 of the Criminal Code for providing untrue data.

Date: ................ DECLARER: ......................

(Name, Signature, Stamp)

***Standard form No. 7***

|  |  |
| --- | --- |
| **Tenderer’s name** |  |
| **Domicile according to registration:** |  |
| **Bulstat number /UIC/, etc.** |  |
| **Address for correspondence:** | *(country, town, postal code, street, No.)* |
| **Phone Number:** |  |
| **Fax number:** |  |
| **Contact person:** |  |
| **e mail:** |  |

*TO THE EMBASSY OF THE REPUBLIC OF BULGARIA*

 *IN THE CITY OF OTTAWA, CANADA*

**Technical proposal for the execution of the public procurement contract**

I, the undersigned/.........................................................................................................................

*(full name)*

in my capacity as ........................... at/of .................................................. (tenderer’s name), UIC (BULSTAT) ........................, having its seat and registered office at: ........................................................................., a tenderer in a public procurement contract awarded in pursuance of Chapter Twenty-Sixth of PPA, with **subject: “Selection of a real estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa”.**

 **DEAR LADIES AND GENTLEMEN,**

Having acquainted with the documentation of the contract notice for award of public procurement with subject: **“Selection of realtor estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa”,** we undertake to execute the subject of the contract in accordance with the requirements and conditions of the procurement notice of the Contracting Authority, incl. the appendices thereto, with the applicable legal requirements and we bring to your attention this proposal for execution of the public procurement contract as follows:

1. We undertake to execute the subject of the contract in accordance with the requirements, described in detail in the documentation for award of the public procurement, in conformity with all normative requirements, related to the performance of the public procurement.
2. We propose to perform the procurement within a term not exceeding 12 months, as from the date of signing of the contract.
3. We declare that we are familiar with the draft contract and we agree with its clauses.
4. We agree the validity of our proposal to be 90 days from the deadline for the tender submission and it shall remain binding on us and may be accepted at any time before the expiry of that term.
5. We hereby declare that the obligations relating to tax and social security, environmental protection, employment protection and working conditions have been complied with when preparing the tender;
6. We declare our agreement that all costs that we will incur with the view of marketing, presentation and advertisement of the real property will be at our expense.
7. As integral part of this technical proposal we attach:
* approach and methods in advertising and offering the real property (in plain language);
* market analysis of the area, where the real property to be sold is situated (in plain language).

Appendices:

a) Authorisation document where the person submitting the tender is not the legal representative of the tenderer, if applicable;

 b) Any other information at the tenderer’s discretion (*where applicable*).

 Signature and stamp:

|  |  |
| --- | --- |
| Date:  | \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_ |
| Name and surname: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: [capacity of the tenderer’s representative] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Standard Form No. 8***

**PRICE PROPOSAL**

for participation in a procedure for award of public procurement pursuant to

Chapter XXVI of PPA with subject-matter: **“Selection of a real estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa”.**

|  |  |
| --- | --- |
| **Tenderer’s name** |  |
| **Domicile according to registration:** |  |
| **BIC; IBAN:**  |  |
| **Bulstat number /UIC/:** |  |
| **Address for correspondence:** | *(country, town, postal code, street, No.)* |
| **Phone Number:** |  |
| **Fax number:** |  |
| **Representative:** | *(full name, in his/her capacity as)* |
| **e-mail:** |  |

*TO the Embassy of the Republic of Bulgaria in Ottawa, Canada*

 **DEAR LADIES AND GENTLEMEN,**

 **1.** We hereby state that we shall execute the subject of the public procurement in accordance with the conditions of the contract notice for the public procurement, the appendices and standard forms thereto.

**2.** We are proposing a minimum sale price of the property in the amount of ………………… (not less than the current valuation for tax purposes of the property of 1,684,000 Canadian Dollars).

**3.** We are proposing a commission rate of ..... % (not to exceed 4.5%) of the sale price of the real property, obtained as a result of performance of the contract for award of this public procurement, set in Canadian Dollars and excluding any taxes and charges), which represents the total final price for providing the service and includes all costs of performance of the contract, as follows:

- …………………..

- …………………..

- …………………..

A breakdown of the costs must be shown in the fields indicated above.

**4.** We declare that the commission rate proposed by us is binding, is not higher that the customary commission rate, which we are offering to our clients for providing similar services and shall be fixed for the entire contract term.

 **5.** We declare that we agree with the conditions required by the contracting authority and with the manner of payment indicated in the Draft Contract and we accept that payment would be made only after successful closure of the transaction in regard to the real property and receipt of the full amount of the sale proceeds by the Contracting Authority.

 We agree to be solely liable for possible errors or omissions in the calculations of the price proposed by us.

Notes:

1. In case of establishment of inaccuracy/non-conformity/omission/arithmetical error in the calculations, the tender shall not be admitted to evaluation.

2. The commission rate as a percentage value and the values of costs, indicated by the tenderer, must be rounded to the second numeral after the decimal point.

3. The costs, included into the price (commission), must be shown in a comprehensible, clear and unequivocal manner, in compliance with the terms of the procurement and of Bulgarian and local legislation.

4. The tenders of participants, whose price proposals do not conform to the above notes from 1 to 3 (inclusive), shall not be admitted to evaluation.

5. We agree to be solely liable for possible errors or omissions in the calculations of the unit prices proposed by us.

**Legally binding signature:**

|  |  |
| --- | --- |
| Date  | \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_ |
| Name and surname | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of the authorised representative | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tenderer’s name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Standard Form No. 9***

**DECLARATION**

**of agreement to participate as subcontractor**

The undersigned ...................................................................................., PIN ......................................., in my capacity as ................................*(insert the position) of* .........................................................................*(specify the company, which you represent)* concerning public procurement awarded in pursuance of Chapter Twenty-Sixth of PPA with subject-matter: **“Selection of a real estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa”.**

**HEREBY DECLARE THAT:**

1. We, .........................................................................*,* agree to participate as

 *(indicate the person you are representing)*

subcontractor of ........................................................................................... in the execution of

 *(indicate the tenderer, whose subcontractor you are)*

the public procurement contract specified above.

1. We are aware that by stating our willingness to act as subcontractor, we forfeit the right to take part as an autonomous participant in the above procedure.
2. We declare that we meet the relevant selection criteria according to the type and proportion of the contract, which we will perform.

I am aware of my liability under Article 313 of the Criminal Code for providing untrue data.

..........................2019 **Declarant:** ……………………….

 *(date of signing) (signature and stamp)*

***Standard Form No. 10:***

**DECLARATION**

under Article 66, paragraph 1 of the Public Procurement Act

The undersigned………………………………………………………………, PIN...................................................................................., in my capacity as ……………………………………………………………… (*indicate the position*) of…………………..………………(*indicate the tenderer’s name*) – a tenderer in public procurement **awarded in pursuance of Chapter Twenty-Sixth of PPA with subject-matter: “Selection of a real estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa”.**

**HEREBY DECLARE that:**

1. In the process of performance of the public procurement contract referred to above, the tenderer I represent *will/will not employ subcontractors* (*delete as appropriate*);

2. the following shall act as subcontractor(s) ........................................... (*list names of subcontractor companies/persons*), which/who are familiar with the subject of the procurement and have agreed to take part in it;

3. The types of works to be performed by the subcontractors, shall be as follows:

subcontractor 1 ...................................... (*indicate the name of the first subcontractor*) will perform the following activities: ......................................

subcontractor 2 ...................................... (*indicate the name of the second subcontractor*) will perform the following activities: …………………………………………………..

***Complete the above data as many times as necessary in accordance with the number of subcontractors that will participate in the procurement.***

4. The share of the procurement to be entrusted to the subcontractors shall be...........% of the total value of the procurement, including:

- the participation of subcontractor 1 ...................................... (*indicate the name of the first subcontractor*) will be of .............% of the total value of the procurement;

- the participation of subcontractor 2 ...................................... (*indicate the name of the first subcontractor*) will be of .............% of the entire value of the procurement.

***Complete the above data as many times as necessary in accordance with the number of subcontractors that will participate in the procurement.***

5. We agree to be held responsible for the actions, omissions and work of the indicated subcontractors as we are held responsible for our actions, omissions and work.

I am aware of my liability under Article 313 of the Criminal Code for providing untrue data.

***Note: This declaration shall be completed by the managing director of the tenderer by registration. In case the tenderer is a consortium, the declaration shall be completed by the person representing the consortium.***

………………2019 Declarer: ……………………….

(*date of signing*) (*signature and stamp*)

***Standard Form No. 11***

***DECLARATION CONCERNING VISUAL EXAMINATION OF THE PROPERTY***

***in a public procurement with subject:***

 ***“*Selection of a real estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa*”***

 I, the undersigned/-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, father’s name and surname)

in my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having its seat and registered address in the city of \_\_\_\_\_\_\_\_\_\_\_\_\_, registered under company file No. \_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ of the inventory of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Court, BULSTAT/UIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and correspondence address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I declare that I conducted a visual examination of the real property in accordance with the draft contract for realtor services for the sale of a real property, located in the city of Ottawa, Canada on ....................................... at ....................................hours.

**city of: .......................... DECLARER:**

**date: …………………….. (name, surname and signature)**

***Standard Form No. 12:***

**REQUEST FOR VISUAL EXAMINATION OF THE PROPERTY**

under the public procurement with subject-matter: [“**Selection of real estate brokerage firm for the sale of a real property (residence), located in the city of Ottawa, Canada, on behalf of DM-Ottawa”.**]

 I, the undersigned/-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name, father’s name and surname)*

in my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having its seat and registered address in the city of \_\_\_\_\_\_\_\_\_\_\_\_\_, registered under company file No. \_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ of the inventory of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Court, BULSTAT/UIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and correspondence address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 We declare that we wish to perform a visual examination of the property, subject of sale, in accordance with the draft contract for award of the public procurement, on ...................................... (yr.), at .......... h.

The following persons will be present at the visual examination:

1.

......................................................................................................................................................;

2.

......................................................................................................................................................;

I am aware of the conditions for the visual examination, included in the documentation for participation and declare that I will comply with them and ensure that they will be complied with by all of my representatives, employees and/or consultants.

Contact person in connection with the organization of the visual examination: ......................................., telephone: ......................, fax: ..........................

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2019 DECLARER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(name, surname)