***Annex № 1***

***Form***

**DECLARATION**

under art. 192, par. 3 of PPA

(REPRESENTATION OF THE PARTICIPANT)

Part „А“

ADMINISTRATIVE INFORMATION AND DECLARATIONS

|  |  |
| --- | --- |
| ***Contracting authority:*** | "ICGB" AD |
| ***Subject of the public procurement:***  | Provision of public relations in connection with the activity of "ICGB" AD |

From:

/name of the participant/

**DEAR LADIES AND GENTLEMEN,**

Hereby we would like to submit our offer for participation in the public procurement, announced by you, with the following subject**: „……………………………………………………………. …………………………………………………………………………………………………...….… ……………………………………..**.

**1.**Name of the participant ……………………………………………………………......

With seat and registered address: town /village/ ...,

№ ..... Blvd./street ...............................................................

UIC (Personal identification number): ............................................., VAT number: ....................................................

**2.**Contact person:.……….…………………………………….(full name and position)

Correspondence address: town /village/ ......................, No.......................street

phone: .................................... , fax: ..............................................., email: .........................

**3.**Bank account, which shall be used for the purposes of the public procurement:

Servicing bank: ............................................................................

IBAN: ..........................................................

BIC: .......................

**4.** Persons, who represent the participant, who are members of managerial and supervisory bodies according to the register, in which is registered the participant or the candidate, if any, or the documents, certifying (proving) its legal personality. When in the structure of these bodies participates legal entity, the grounds refer to the natural persons, who represent it according to the register, in which is registered the legal entity, if any, or the documents, certifying its legal personality.

***Note: If any of the persons is missing, this shall appear grounds for exclusion of the participant***

4.1. Position ……………………………………………………………………………

Full name………………………………………………………………………………...

PIN ………………………………………………………………………………………

4.2. Position ………………………………………………………………….…………

Full name…………………………………………………………………………………

PIN ……………………………………………………………………………………….

***(if there are more persons, please add the necessary number of fields)***

**5. The participant, represented by me**

5.1. has no payables for taxes and mandatory social security contributions by virtue of art. 162, par. 2, item 1 of the Tax-Insurance Procedure Code and interests on them, to the state or Sofia municipality, or to the municipality where the central office of the participant, represented by me is located or analogical payables, established by an act of a competent body, under the legislation of the state, in which the participant represented by me has been established, proved by enforceable act of a competent body .

5.2. has payables for taxes and mandatory social security contributions by virtue of art. 162, par. 2, item 1 of the Tax-Insurance Procedure Code and interests on them, to the state or Sofia municipality or to the municipality where the central office of the participant, represented by me is located or analogical payables, established by an act of a competent body, under the legislation of the state, in which the participant represented by me has been established, proved by enforceable act of a competent body

**..........................................................................................................**

*\*(if the entity has payables – it should fill in HAS on the blank (space).*

*if the entity has no payables – it should fill in HAS NO on the blank .*

 5.3. For the participant I represent there is no inequality in the cases under art. 44, par. 5 of the PPA.

5.4. The participant, represented by me has not submitted a document with untrue contents, related to certification of the non-existence of grounds for exclusion or compliance with the selection criteria.

5.5. The participant, represented by me, has submitted the required information related to certification of the conditions, which have to be met by the participants (including the requirements for financial and economic conditions, technical capacities and qualification, when applicable).

I shall be obliged to notify the Contracting authority about all changes in the circumstances declared above, within 7-day period following their occurrence.

5.6. About the participant, represented by me, it has not been established an infringement by an effective penal ruling or judgment, of art. 61, para 1, art. 62, para 1 or 3, art. 63, para 1 or 2, art. 118, art. 128, art. 228, art. 3, art. 245 and art. 301 - 305 of the Labor code or art. 13, para 1 of the Labor mobility and labor migration act or analogical liabilities, established by an act of a competent body, according to the legislation of the state, in which the candidate or the participant is established;

**6.** About the participant, represented by me: there are no obstacles for participation in the public procurement according to the Act on the economic and financial relations with companies, registered in preferential tax regime jurisdictions, the persons related to them and their beneficial owners.

**7.** The participant, represented by me is not a related party to another participant.

**8.** About the participant, represented by me: do not exist circumstances under art. 69 of the Anti-corruption and forfeiture of unlawfully acquired assets act.

**9.** **I do declare,** that the participant, represented by me, has capacity for exercising professional activity:

- Information regarding the entry of the participant in the respective professional register (incl. in the Member-state, in which it is established, if applicable): .................................................. ................................................................................................................................................................

- Are the documents available in electronic form: ..........................., if yes, please indicate the source:.......................................

- a body or a service, issuing the document for registration: ...............................................................

- reference to the document – number, the group and category of the construction projects and the period of validity: …...................................................................................................................................

**10. I do declare,** that the participant, represented by me, has realized a turnover in the field, falling within the scope of the procurement, calculated on the basis of the annual turnovers, amounting to not less than BGN 140 000 /one hundred and forty thousand/ for the last 3 /three/ completed financial years or depending on the date, on which the participant has been established or has started its activity.

*Note: within the scope of the public procurement fall the activities, related to provision of public relations, including: strategic consultancy in relation with the communications, relations with Bulgarian and foreign media, relations with public and governmental institutions, media monitoring, press-office activities, incl. creation and distribution of press releases, coordination and response to media questions, content creation/ texts for digital platforms, crisis communications, planning, preparation, organization, conduction and reporting of official, corporate events or media events or campaigns, media monitoring, incl. consultations and press-releases, coordination and response to media questions and realization of partnership with information portals.*

The realized turnovers for the last completed financial years are the following:

year: [……] turnover:[……][…]currency

year: [……] turnover:[……][…]currency

year: [……] turnover:[……][…]currency

**11.** I do declare, that the participant, represented by me, in the last 3 (three) years as considered from the date of submission of our offer, (we) have implemented activities with subject and volume, identical or similar to the subject of the procurement, as follows:

*Note:* *as „activities with subject and volume, identical or similar to the subject of the procurement” shall be considered minimum one contract for provision of public relations and communication service of an international energy infrastructure project and organization of a media event (press conference, promotional event, event on a route, round table or similar, with the participation of media) for an international energy infrastructure project – minimum one event with not less than 50 participants*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | **Subject of the implemented services****(*short description of the implemented services*)** | **Number of participants** | **Start and final date of implementation of the services / period** | **Beneficiary (*principal*) of the services** | **Value/price (exclusive VAT)** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**12. I do declare, that** the participant, represented by me, has the following personnel for implementation of the procurement and/or of the members of the managerial staff, which shall be in charge for the implementation of the public procurement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Employee/expert***(full name and occupied position)* | **Education***(degree, speciality (specialization), year of graduation, № of diploma, educational institution)* | **Professional qualification***(field, year of acquisition, № of the issued document, issuer, recipient, validity)* | **Specific professional experience** *(place of work, period, position, main functions, participation in activities according to the requirement of the announcement)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I do declare that during the whole period of implementation of the public procurement I shall ensure the active participation of the above-mentioned specialists.

**13.** In order to meet the requirements of the Contracting authority for technical and professional capabilities, I shall use the capacity of the third party ………………………………..

**14.** For implementation of ……% of the procurement I shall use a subcontractor ………… …………………………………………………………….

*Points 14 and 15 have to be filled in if the participant shall use a subcontractor or the capacity of third parties. Otherwise, it has to write out „I shall not use. If the contracting authority shall use a subcontractor or a third party, they also have to fill in „Representation of the participant“.*

**Date:** …………………… **SIGNATURE and STAMP**

[name and surname]

[capacity of the representative of the participant]

*\*it has to be signed only by one of the persons, who can independently represent the participant.*

 ***Note:***

 **\*** *The declaration has to be filled in one copy;*

 *\*\* Part „А“ has to be signed only by one person, who has the right to represent the participant, and part „B“ has to be filled in and signed by all persons, who represent the participant. When a representative of the participant is another legal entity, the grounds refer to the natural persons, who represent it according to the register, in which is registered the legal entity, if any, or the documents, certifying its legal capacity.*

**DECLARATION**

under art.. 192, para 3 of PPA

**Part „B“**

(about the circumstances under art. 54, para 1, p. 1, 2 and 7 of PPA)

|  |  |
| --- | --- |
| ***Contracting authority:*** | "ICGB" AD |
| ***Subject of the public procurement:*** | Provision of public relations in connection with the activity of "ICGB" AD |

The undersigned ...................................................................................................., with personal identification number (PIN)..........................................., in my capacity of...................................................................

*(please state the position)*

of ........................................................................, registered in the commercial register of the Registry agency under UIC No……………………..

*(please state the company of the participant)*

**I DECLARE THAT:**

1.1 I have not been convicted with an effective verdict for a crime under art.108а, art. 159а – 159d, art. 172, art. 192а, art. 194 – 217, art. 219 – 252, art. 253 – 260, art. 301 – 307, art. 321, 321а and art. 352 – 353е of the Criminal code;

1.2. I have been convicted with an effective verdict for the following crime, specified in p. 1.1: .......................................................................................

*(if the person has not been convicted– it has to fill in NO on the blank space)*

2.1. I have not been convicted with an effective verdict for a crime, analogical to those under p. 1.1, in another Member-state or a third state;

2.2. I have been convicted with an effective verdict for a crime, analogical to those under p. 1.1, in another Member-state or a third state for the following crime, specified in p.1.1: ........................................................................

*(if the person has not been convicted– it has to fill in NO on the blank space)*

3. There is no conflict of interests, which cannot be eliminated.

4. I am not a person under art.69, para 1 of Anti-corruption and forfeiture of unlawfully acquired assets act.

I shall be obliged to notify the Contracting authority about all changes in the above-declared circumstances within 7-day period following their occurrence.

I am aware that for declaring false data I shall bear criminal liability under art.313 of the Criminal code.

Date………………….. **DECLARER**……………………

(*signature*)

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

**All persons, specified in p.4 of part „А” have to fill in individual copies**

**Annex *№ 2***

***Form***

*(if applicable!)*

**DECLARATION**

for confidentiality under art.102 of Public procurement act

The undersigned (*names*) .............................................................................., in my capacity of (*position or another capacity*) ................................. of *(name of the participant/subcontractor–legal entity)*...................................................................................., with BULSTAT/UIC/Number of registration in the respective state:………………………………, with seat and registered address ………………………….……………………………….. – participant in a public procurement with the following subject: **„Provision of public relations in connection with the activity of "ICGB" AD”,**

**I DECLARE THAT:**

In the offer, submitted by the above-mentioned person the information from р. ……. to р. …….. of part „………………….” has to be considered as confidential, because it contains commercial secret, in view of which we would not like the same to be disclosed by the Contracting authority.

***The participants may not refer to confidentiality regarding the proposals from their offers, which are not subject of evaluation.***

Date: DECLARER: \_\_\_\_\_\_\_\_\_\_\_\_\_

*(date of signing) (signature)*

***Annex № 3***

***Form***

##### TECHNICAL OFFER

for participation in a public procurement through collection of offers with announcement under art. 187 and the next of PPA, with the following subject:

**Provision of public relations in connection with the activity of "ICGB" AD**

from ...........................................................................................................................................,

*(name of the participant*)

with UIC/BULSTAT........................., with seat and registered address..................................... represented by ….....……………………...........…..

*(full name)*

in my capacity of ...............................................................................................................

*(it has to be stated the position and/or the capacity, in which the person has the right to represent)*

**DEAR LADIES AND GENTLEMEN,**

Hereby I would like to present to you our offer for implementation of the public procurement, announced by You:

1. After getting familiar with all documents and forms under the public procurement, the receipt of which I confirm, hereby I certify and confirm, that the participant, represented by me meets the requirements and conditions, specified in the announcement for the public procurement and its annexes.

2. I declare that we shall implement the procurement in accordance with all legal requirements for this type of activity as well as in accordance with the requirements of the Contracting authority, specified in technical specification.

3. I guarantee that we are able to implement the procurement (with the respective) quality, in full compliance with the present offer, the requirements of the Contracting authority, the effective legislation and the draft contract.

4. Upon development of the offer have been observed the obligations related to taxes and social security contributions, environment protection, employment protection and labor conditions.

We are aware that the term for implementation of the procurement shall be twelve months as considered from the date of execution of the contract or till exhaustion of the estimated (maximum admissible) value– whichever of the events occur earlier.

We engage ourselves, if our offer is approved and if we are determined for contractor, to implement the subject of the procurement according to the terms and conditions, envisaged in its annexes and the draft contract.

**I declare that:**

* We have received the announcement for participation in the public procurement and its annexes through the „Buyer‘s profile”, we are aware of the instructions and conditions for participation in the announced public procurement, we agree with the conditions, established by You and we accept them with no objections.
* Upon drawing the offer have been observed the obligations related to taxes and social security contributions, environment protection, employment protection and labor conditions protection.
* We engage to ensure the implementation of the subject of the procurement, according to all requirements of the Contracting authority, specified in the technical specification to the announcement and the annexes to them.

**2. Our offer for implementation of the procurement in accordance with the requirements of the contracting authority shall include the following:**

**………………………………………………………………………………………………….**

**………………………………………………………………………………………………….**

**………………………………………………………………………………………………….**

**………………………………………………………………………………………………….**

**………………………………………………………………………………………………….**

*Instruction: it has to be filled in a free text, in accordance with the Technical specification, as the participant has to take into account the requirements in it and to draw attention and to describe each of the activities, mentioned in the technical specification. The approach and way of implementation, chosen by the participant, must guarantee the qualitative and timely implementation of the activities, subject of the public procurement, otherwise the participant shall be excluded from participation. If there is no proposal (offer) for any of the activities, specified in the Technical specification, this shall appear grounds for exclusion of the participant.*

*The participant must submit information with short description of already realized activities on public relations and organization of event for an international energy infrastructure project, implemented in the last 3 years, by indicating a contractor and specific period of time for the activities and date of realized event.*

*Note: This information may be submitted as an appendix to the Technical offer*

**Annexes:**

**1.** ………………………………………………

**2.** /there have to be described the annexes, if any/.

I am aware of the liability under art.313 of the Criminal code for stating false data.

**Date:** …………………… **SIGNATURE and STAMP**

[name and surname]

[capacity of the representative of the participant]

***Annex № 4***

***Form***

**PRICE OFFER**

For participation in a public procurement through collection of offers with announcement under chapter twenty sixth, art. 187 and next of PPA with the following subject:

**Provision of public relations in connection with the activity of "ICGB" AD**

from ...........................................................................................................................................,

*(name of the participant*)

with UIC/BULSTAT........................., with seat and registered address...................................... represented by ….....……………………...........…..

*(full name)*

in my capacity of ...............................................................................................................

*(it has to be stated the position and/or the capacity, in which the person has the right to represent)*

**DEAR LADIES AND GENTLEMEN,**

After getting familiar with the requirements in relation to a public procurement through collection of offers with announcement under chapter twenty sixth, art. 187 and the next of the Public procurement act with the above-mentioned subject, we would like to offer the implementation of the procurement under the following price conditions:

**1. Offered total price for implementation of the procurement:** BGN……………….. (*in words: ……………….……*) exclusive VAT or BGN ...................................... (*in words: ........…....……*) inclusive VAT.

Note: The offered total price shall be calculated for the purposes of the evaluation. The planned activities under the public procurement shall be realized after receipt of a letter of award from the Contracting authority, upon observance of the executed contract. The activities shall be awarded till expiration of the executed contract or till exhaustion of the estimated value under it.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Expected quantity/ items for 12 months** | **Single price in BGN exclusive VAT** | **Total price in BGN exclusive VAT** |
| (1) **MONITORING** – Weekly monitoring of the publications in the Bulgarian press and online media, related to the IGB project. The monitoring shall comprise up to 12 key words and topics as the monitoring report shall be sent on the last working day of the week and shall include a summary in English. It shall be monitored also the covering of IGB in key foreign media.  | 12  |              |  |
| (2) **PRESS RELEASES** – development, editing, distributing, coordinating and monitoring the publication of press releases related to the development of IGB in the Bulgarian and foreign media. The information shall be created in Bulgarian and English. | 12  |              |                  |
| (3) **PRESS-OFFICE** – providing strategic advices for relations with the media and public relations (PR) and realization of press-office activities: ensuring relations with the media, organization of official or non-official meetings with media representatives, management of media inquiries and provision of a feedback on issues, important for the Company, creation, editing and distribution of proactive and reactive standpoints of the company in relation to IGB, preparation of materials for the ICGB website; realization of partnerships with information portals for development and publication of regular information about the project progress incl. development of information texts and articles; ensuring strategic advices in relation to the creation of a strategy and a plan for communication with internal and external auditory. | 12 |              |                  |
| (4) **INTERVIEWS** – organization of interviews with spokesmen of IGB and the Company management in Bulgarian and foreign media; consultancy of content, coordination and development and editing of texts, development and addition of content for interviews and cooperation for publication of interviews. | 6 |              |                   |
| (5) **LinkedIn** – maintenance of a corporate profile – creation and management of content of a corporate profile/ICGB webpage in LinkedIn in English language (x 4 posts/ month on an average basis) | 48 |              |                  |
| (6) **Press conference OPIC** – organization of a press conference focused on the progress of activities under the IGB project and financing from OPIC (mandatory according to OPIC rules), incl. logistic, PR/media support and creation of content, distribution of press release/publication of an advertising/information box in a regional or national print media.Note: the budget shall not include direct costs for photographing, video, advertising materials, provision of professional translation, catering, technical and other equipment, necessary for conduction of the event and the advertisement, fees for publication and other indirect costs. | 2 |          |                  |
| (7) **Conduction of events:** assistance in organizing and conducting official, corporate events or media events/campaigns, inspections on construction site with international participation of governmental delegations, official guests and media according to the needs of the Client, including:* Consultations and proposals for a place for conduction of the event, preliminary site inspection;
* Assistance for ensuring: budgeting and provision of a hall on rent, catering services, audio-visual equipment, hostesses, photo services, video recording, simultaneous translation;
* Coordination and control of subcontractors;
* Welcoming and registration of guests and participants;
* Development of a concept, scenario of the event, speeches;
* Ensuring relations with the media, consultations, creation, editing and distribution of press releases in Bulgarian and English language;
* Logistic organization for conduction of the event;
* Development of report for media coverage

Note: the service does not include direct costs for: photographing/video, provision of professional translation, catering, technical and other equipment, necessary for conduction of the event and other indirect costs. | 1 event |  |  |
| (8) Development of a Plan for crisis communications in Bulgarian and English in relation to the activities on construction of the gas connector IGB, after coordination with the Company. | 1 |  |  |
| (8) **Video material:**Photographing and provision of a video material- images from construction activities– if necessary, in relation to presentations and representations, incl. camera equipment, processing and montage, traveling to the field (terrain), when the video covers or appears to be part of the conduction of an organized and coordinated from the contractor event/presentation, regardless of the place of conduction. | 1 |  |  |

**2.** The prices, offered by us, are determined in full compliance with the conditions of the announced public procurement and shall include all costs for the complete, accurate, qualitative and timely implementation of the procurement, in accordance with the norms and the legislation, effective in the Republic of Bulgaria. The prices are determined in Bulgarian leva.

The offered prices do not include provision of advertising materials, photographing, professional translation, catering, provision of technical and other equipment, necessary for conduction of the event and the advertisement, fees for publication and other indirect costs.

We agree the payment of the price for performance of the contract to be made under the conditions of the announcement and its annexes, including the conditions of the contract on award of public procurement.

**Until drawing up of the official contract, the present offer together with the confirmation by You on award of the contract shall form a binding agreement between both parties.**

**I am aware of the liability under art.313 of the Criminal code for stating false data.**

*Note:*

*The participants must develop their offers in observing the maximum value of the budget, provided by the Contracting authority. A participant, which has offered a total price for implementation, higher than the estimated one, shall be excluded from participation in the public procurement.*

*The offered price must be indicated in BGN, rounded till the second figure after the decimal point and must include all costs related to qualitative implementation of the procurement, in the specified volume and scope, according to the technical specification and the announcement, except with the costs for materials, explicitly specified by the Contracting authority. If the participant has not observed the above-mentioned requirement, it shall be excluded from participation in the public procurement.*

**Date:** …………………… **SIGNATURE and STAMP**

[name and surname]

[capacity of the representative of the participant]