***Annex № 3.2.***

***Form***

##### TECHNICAL OFFER

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

**“Elaboration and delivery of information materials and elements for visualization, creation of a photo and video material in relation to the progress of the activities under the IGB project and for the needs of "ICGB" AD**

**Lot № 2:** Elaboration of a corporate video and creation of photo and video material for the needs of "ICGB" AD

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

*(name of the participant*)

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

*(Full names)*

In my capacity of ...............................................................................................................

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

**DEAR LADIES AND GENTLEMEN**

Hereby I submit to You our offer for implementation of the public procurement, announced by You, in its part under **Lot № 2:** Elaboration of a corporate video and creation of a photo and video material for the needs of "ICGB" AD:

1. After getting familiar with all documents and forms under the present public procurement, the receipt of which I confirm, by the present (statement) 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. We declare that we shall implement the procurement by the time limits and in accordance with all normative requirements for this type of activity as well as in accordance with the requirements of the Contracting authority, specified in the technical specification, as well as the requirements of OPIC 2014-2020 or other operational programme, co-financed by the European Union (when applicable) and the good practices in the field of the procurement.

3. We guarantee that we are able to implement the procurement in a qualitative way, in full compliance with the present offer, the requirements of the Contracting authority, the effective legislation and the draft contract.

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

5. We are aware and we agree with all terms, envisaged under contract.

6. We declare that we are able and we shall photograph and provide, if necessary and upon an order from the Contracting authority, photo/video materials – images for the construction, as we shall provide at our expense the required equipment and transport (traveling to site).

7. We offer to elaborate the materials and to render the services in accordance with the requirements, specified in the Technical specification.

We hereby undertake, if our offer is accepted and we are selected for a contractor, to implement the subject of the procurement according to the terms and conditions, envisaged in the announcement with its annexes and the draft contract.

We declare that we are aware and we agree that upon implementation of the procurement:

**-** the Contracting authority shall reserve the right **for the period of validity of the contract or until reaching the maximum admissible value under the contract,** to assign the procurement by parts, upon order, which depends on the particular needs, as it shall have the right not to assign /exhaust the types of services and quantities, indicated in the technical specification.

- the assignment of the particular activity shall be made in written, electronically (by email). If (this is) not possible, the order shall be made by a letter (sent to the correspondence address, specified by the Contractor in the contract) or in another way, agreed between the parties.

- in the course of the implementation of the activities the Contracting authority shall provide the Contractor with the requirements for the design and contents of the photo and/or video material, when there are specific requirements. The final design shall be approved by the Contracting authority or by a person, designated by it. The communication shall be made in written, electronically and/or in another way, agreed between the parties.

- We guarantee that the text contents of the materials shall be provided to the Contracting authority in advance as we shall also envisage and make translation in English.

The photo and/or video material, used by us in production of the materials/services (except if explicitly provided by the Contracting authority, upon its request) shall be with arranged copyrights, at our expense.

We hereby state that we shall ensure the development of the design of the services/materials, ordered by the Contracting authority, which implement projects under operational programmes, in accordance with the identification of the respective project/program.

We declare that we shall observe and respect the requirements for awareness and publicity under operational programmes as we shall observe the identification of the respective project, including for publicity and visualization (when applicable);

**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.
* By submitting the offer we agree with all requirements of the Contracting authority, incl. with the term of validity, determined by it and with the draft contract.

**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 untrue data.

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

[name and surname]

[capacity of the participant’s representatives]

***Annex № 4.1.***

***From***

**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:

**“Elaboration and delivery of information materials and elements for visualization, creation of a photo and video material in relation to the progress of the activities under the IGB project and for the needs of "ICGB" AD**

**Lot № 2:** Elaboration of a corporate video and creation of photo and video material for the needs 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)*

**УВАЖАЕМИ ГОСПОЖИ И ГОСПОДА,**

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 materials/services under the public procurement shall be realized after receipt of individual orders by letter of award from the Contracting authority, upon observance of the executed contract. The activities shall be awarded until expiration of the executed contract or till exhaustion of the estimated value under it.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **№** | **Item** | **Technical parameters** | **Estimated print (number)** | **Single price for item in BGN exclusive VAT**  | **Total price for estimated quantity in BGN exclusive VAT**  | **Total price for estimated quantity in BGN inclusive VAT**  |
| **1.** | Elaboration of a corporate video – presentation of the project | According to description in the SoW Item 1 Lot 2 | **1** |  |  |  |
| **2.** | Elaboration of a corporate video-presentation for particular event | According to description in the SoW Item 4 Lot 2 | **10** |  |  |  |
| **3.** | Creation of a photo material – images for the construction | According to description in the SoW Item 3 Lot 2 | **5** |  |  |  |
| **4.** | Creation of a video material – images for the construction | According to description in the SoW Item 3 Lot 2 | **5** |  |  |  |
| **5** | Editing existing video | According to description in the SoW Item 3 Lot 2 | **3** |  |  |  |
| **TOTAL VALUE: BGN .......................................... (in words and in figures) exclusive VAT and BGN .................................................................................. (in words and in figures) inclusive VAT.** |

NOTE: the quantities above are indicative and serve to form the total price for the purposes of valuation. The contracting authority may also order different quantities, subject to the proposed unit quantities within the estimated value applicable to this type of procedure.

**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, including team, transport to the individual sites and all the other costs in relation to implementation of the procurement.

The prices are determined in Bulgarian leva.

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 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.. 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 participant’s representative]