

SPECIAL ADMINISTRATIVE TERMS AND CONDITIONS FOR CONTRACTING OF CAR RENTAL SERVICES WITH DRIVER, PETROL AND INSURANCE IN NIGERIA AND IN OTHER ECOWAS COUNTRIES.

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Title: CAR RENTAL SERVICES WITH DRIVER, PETROL AND INSURANCE IN NIGERIA AND IN OTHER ECOWAS COUNTRIES.

Procedure: OPEN (NOT SUBJECT TO HARMONISED REGULATION)

Processing: ORDINARY

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I. INTRODUCTION

1. CONTRACTING ENTITY

1.1 The Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas F.S.P. (International and Ibero-American Foundation for Administration and Public Policies - "FIIAPP") is a state public sector foundation of the Spanish cooperation system. Its foundational purpose is to improve the institutional framework and the functioning of the public systems in the countries in which it operates. It promotes, guides and manages the participation by Public Administrations and their institutions in cooperation programmes and projects and experience exchanges, thus promoting their internationalisation and contributing to the increase of Spain's role in the world and its global positioning.

1.2 FIIAPP is a non-profit entity the recruitment procedures of which are governed by the principles of freedom of access to tenders, procedure publication and transparency, and non-discrimination and equal treatment of candidates. Moreover, in pursuit of budgetary stability and control of expenditure, it is committed to an efficient use of the funds allocated to works, the acquisition of goods and the contracting of services by way of requiring the prior definition of the needs to be met, the safeguarding of free competition and selecting the best value for money.

1.3 Under the provisions of Article 3(3)(b) of the Public Sector Procurement Act 9/2017 of 8 November (the "LCSP"), FIIAPP is a Non-Public Administration Awarding Authority ("PANAP").

2. BACKGROUND

FIIAPP F.S.P is a foundation of the national public-sector, whose activities are characterized for the lack of profit motive and the search for the general interest, and which aim is the modernization of institutions, the reform of public administrations, fostering democratic governance, within the framework of the International Cooperation.

Which, with the purpose of its foundational objectives, FIIAPP F.S.P. foundation has an agreement of delegated cooperation (PAGODA 2) for the implementation of the project: "Action Against Trafficking in Persons and Smuggling of Migrants in Nigeria (ATIPSOM)", funded by the European Union.

The main objective of the project is to contribute to a more preventive, balance and professional approach of the law enforcement agencies, based on the best international practices and respect of human rights.

II. CONTRACT ELEMENTS

3. CONTRACTING AUTHORITY

The Foundation contracting authority, depending on the Estimated Value of the contract, shall be:

- a) The General Secretariat for contract prices less than or equal to €100,000.

4. LEGAL SYSTEM FOR THE CONTRACT

4.1 The Contract to be entered into is classified as a **SERVICES CONTRACT** and shall be **PRIVATE** under Articles 17 and 26 of the LCSP, respectively.

4.2 The following shall be considered **Contract Documentation**:

- a) The Special Terms and Conditions (the “STC”).
- b) The Technical Specifications (the “TS”).
- c) The Contract.
- d) The bid submitted by the successful tenderer.
- e) The Commencement Order.

4.3 In the event of a discrepancy between any of the contract documents, the order of priority established in the previous section shall prevail.

4.4 Ignorance of any of the terms of the clauses to the contract, of any other contract document and of the instructions or the regulations that apply to the performance of the contract does not discharge the successful tenderer from compliance with them.

4.5 This contract shall not entail the existence of an employment relationship between the contracting Foundation and the personnel that the successful tenderer assigns or hires to perform the same. Accordingly, Labour Law provisions shall not apply to the Foundation in relation to the aforementioned personnel.

4.6 FIIAPP tenders shall be governed by Book III, Title I, Chapter III of the LCSP.

4.7 Notwithstanding, for those contracts subject to Harmonised Regulation, the preparation and award of the same shall be governed by the rules established in Book II, Title I, Chapter I, Sections 1 and 2 of the LCSP.

4.8 Contract Effects and Rescission shall be governed by the rules of private law. Notwithstanding the foregoing, the provisions of the following articles of the LCSP shall apply:

- a) 201 on environmental, social and labour obligations.
- b) 202 on special terms and conditions of execution.
- c) 203 to 205 on contract modifications.
- d) 214 to 217 on assignment and subcontracting.

- e) 218 to 228 on the technical streamlining of contracting.
- f) 198(4), 210(4) and 243(1) on payment conditions.

4.9 The regulations, recommendations and circulars related to the purpose of the service shall also apply to that which is not modified by this specification, the technical specifications and the other contract documents, as shall that which is provided for in current sector regulations.

5. PURPOSE OF THE CONTRACT

5.1 The purpose of this contract is to provide car rental services with driver, petrol and insurance in Nigeria and in other ECOWAS countries.

5.2 The aforementioned services shall be provided under the terms and conditions established in the TS that complements these STCs, in which the size of the contract and any other factors to be taken into account are specified.

5.3 The coding that corresponds to the **Common Procurement Vocabulary (CPV)** is as follows: **60100000-9 "Road transport services"**.

5.4 **No variations** are allowed to the subject matter of the tender, without prejudice to the requirements and observations indicated, established, imposed or permitted by the STC.

5.5 **No optional** services to those that are the subject matter of the tender are established.

5.6 **No Modifications Envisaged in Specifications** are established with respect to the subject matter of this tender.

5.7 The submission of improvements to the purpose of the tender shall **not be accepted**.

6. TERM OF THE CONTRACT

6.1 The term of the contract is as of the corresponding **Signing of the Contract** or **Commencement Order** issued by the Foundation until the date **June 4, 2022**. The foreseen date of commencement is in **January 2020**.

6.2 An **extension** of **1 year** is envisaged, which shall be ordered by the Foundation and shall be mandatory for the contractor, provided that advance notice is given at least two (2) months prior to the completion of the term of the contract.

7. TENDER BASELINE BUDGET AND ESTIMATED VALUE

7.3 The aforementioned budget may be improved by tenderers in their bids.

7.4 Bids submitted that exceed the aforementioned Tender Baseline Budget shall be automatically rejected and shall be excluded from the tender.

7.5 The ESTIMATED VALUE of the contract amounts to **NINETY-SIX THOUSAND (€96.000,00)** extensions included, VAT not included.

7.6 The TENDER BASELINE BUDGET amounts to **EIGHTY-FOUR THOUSAND SEVEN HUNDRED (€84.700,00)** VAT included.

7.7 The BUDGET of the possible EXTENSION amounts to **THIRTY-ONE THOUSAND FOUR HUNDRED AND SIXTY EUROS (€31.460,00)** VAT included (VAT: 21%, €5.460,00).

8. CONTRACT PRICE

8.1 The guideline **Pricing System** for this tender is **Unit Prices**.

8.2 The Contract Price shall be the result of the award, in accordance with the amount bid by the contractor in its financial bid, as indicated in the corresponding form established in this specification for this purpose.

8.3 The amount indicated as the tender budget constitutes the maximum amount that the contractor may bill during the term of the contract, bearing in mind that there is no contractual obligation to reach the said amount. Accordingly, the contractor shall not be entitled to make any type of claim if that which is finally contracted during the term of the contract does not reach that maximum amount.

8.4 The **contract price** shall be understood as **including** all taxes except VAT, charges and fees of any kind that are applicable, as well as all costs, materials and any other items arising for the contractor as a result of fulfilling the obligations established in the specifications governing this tender.

8.5 Only VAT is excluded from the contract price. It shall be charged in the bills submitted under the contract.

8.6 Those contractors who are exempt from VAT under Law 37/1992 of 28 December regulating Value Added Tax must provide supporting documentation for any such exemption. This supporting documentation must be attached to the economic bid.

8.7 Notwithstanding, the Foundation shall accept bids submitted by tenderers excluding VAT.

8.8 There shall be **no Price Review** of the contract arising out of this tender.

9. EXISTENCE OF CREDIT

The necessary procedures have been undertaken to ensure the existence of sufficient credit to meet the economic obligations to be met by the Foundation arising from the contract referred to herein.

10. CONTRACT PLACE OF EXECUTION

10.1 The services to be contracted shall be provided at:

- The contractor's own facilities.

— Nigeria and other ECOWAS countries.

10.2 A description and drawings of the facilities are provided in the Technical Specifications.

10.3 No claim based on ignorance of the terms and conditions of the services to be performed shall be admitted.

11. FINANCIAL GUARANTEE

11.1 Provisional Guarantee

No provisional guarantee is required.

11.2 Performance Bond

11.2.1 Not applicable.

12. PUBLICATION

12.1 Information on this tender shall be published via the Foundation's Contracting Profile on the Public Sector Procurement Platform and can be consulted at the following electronic address: <http://contrataciondelestado.es>

12.2 Likewise, the information published on the institutional website of the Foundation can be consulted at the following address: <https://www.fiiapp.org>

III. AWARD OF THE CONTRACT

13. AWARD PROCEDURE

13.1 Bearing in mind the nature of the Foundation, as a State Public Sector foundation, and given the Estimated Value of the tender, the **OPEN (NOT SUBJECT TO HARMONISED REGULATION)** Procedure shall apply.

13.2 The tender shall be processed as: **ORDINARY**.

14. CONTRACT AWARD COMMITTEE

14.1 An Award Committee shall be set up to award the contract. It shall be made up of the following persons:

Chair: Mr. David Diaz-Caneja Redondo, who holds the position of Director of Legal and General Services

— Members:

- Legal Member: Ms Beatriz Moreno, who holds the position of legal officer.
- Financial Member: Financial Member: Mr, Gaizca Abaunza who holds the position of Economic Officer.
- Technical Member: Ms Ana Lozano, who holds the position of Project officer.
- Secretary: Ms Alba García, who holds the position of legal officer.

15. SUBMISSION OF BIDS

15.1 Term

To participate in this tender, the tenderer must submit a bid in accordance with these special administrative terms and conditions, before 15:00 on 10 of December 2019.

15.2 Bid Submission Location

15.2.1 To participate in this tender, tenderers must present their bids in two/three sealed envelopes at the FIIAPP F.S.P. Registry, located in C/ Beatriz de Bobadilla 18, 4th Floor, 28040 Madrid.

15.2.2 Envelopes must be addressed to the Legal Department and legibly indicate the following:

1. The tender in question.
2. The reference number.
3. Number and name of each envelope, as follows:
 - Envelope 1: Administrative Documentation
 - Envelope 2: Documentation related to the objective formulae weighted award criteria.
4. Company name.
5. Name and surname of the bid signatory and in which capacity they sign.
6. Details of the contact person at the company.
7. Signature of the bid signatory on the outside of each envelope.
8. 15.2.3 If sent by mail or courier, the tenderer shall certify the date and time of delivery for dispatch at the Post Office or courier company and notify FIIAPP F.S.P. of the sending of certification of dispatch of the bid in any in the following ways:

1. Fax addressed to +34 915.352.755.
2. Telegram that same day.
3. Email addressed to juridico@fiiapp.es.

15.2.4 Unless both of these requirements are met, the bid shall not be accepted if it is received at the FIIAPP after the end of the term for submission indicated in the tender notice.

15.2.5 Envelopes shall be submitted closed to guarantee the secrecy of their content. They must contain the original signature of the tenderer or of the person representing the latter. The submission of open envelopes shall cause exclusion of the bid.

15.2.6 In each of the envelopes tenderers must submit TWO IDENTICAL COPIES of their content:

- One in hard copy.
- Another in digital format: pendrive or CD-ROM.

15.2.7 The inclusion of documentation in an envelope or on a digital medium corresponding to another envelope or digital medium shall cause the bid to be excluded.

15.2.8 In those cases in which tenderers request additional information with respect to the specifications or complementary documentation, this must be provided no later than six (6) days before the deadline set for the receipt of applications to participate or bids proper, provided the request has been made at least 12 days before the expiration of the corresponding receipt deadline.

15.2.9 When it has not been possible to provide the additional information with respect to the specifications or the complementary documentation within the indicated deadlines, or when bids can only be made after a field visit or after on-site consultation of documentation attached to the specification, the deadline for the reception of bids shall be extended as long as it is considered convenient for the tenderers in question to have knowledge of all the information required to submit their bids.

15.3 Bid Format

15.3.1 Each tenderer can only submit **a single bid**. Moreover, no tenderer may submit a bid as part of a joint venture if it has already submitted one individually, or if it is a member of more than one joint venture. Failure to comply with these rules shall result in the exclusion of any bids in which such a tenderer is involved.

15.3.2 Those bids that have omissions, errors or cross-outs that prevent the Foundation clearly learning everything it deems essential to a bid, or which, when required, do not specify the human or material resources to be assigned to perform the contract **shall not be accepted**.

15.4 Language

15.4.1 Bids must be submitted in **Spanish**, though the Foundation also accepts documentation in English or French.

15.4.2 Notwithstanding, the Foundation reserves the right to ask the tenderer for the **official Spanish translation** of the documentation submitted in a language other than Spanish, the cost of which must be paid for by the tenderer.

15.5 Unconditional Acceptance and Grounds for Exclusion

15.5.1 Submitting a bid entails the **unconditional acceptance** by the tenderer of the entire content of the tender guidance specifications for this tender (and all complementary documentation thereto), **unreservedly and without exception**, while also authorising the Award Committee and the Contracting Authority to consult the data in the Official Registry of Tenderers and Public Sector Classified Companies or in the official lists of economic operators in a Member State of the European Union.

15.5.2 The introduction of **reservations concerning the clauses** in the tender guidance specifications may cause **exclusion from the procedure**.

15.5.3 Failure to submit related documents may lead to the non-opening of the remaining envelopes and the exclusion of the tenderer.

15.5.4 The **inclusion in an envelope** of documentation **that must be provided in another envelope** shall automatically cause the **rejection of the bid** unless the secrecy of the bids is guaranteed.

15.5.5 The Foundation can request **clarifications** or supporting documentation for the information provided by the tenderer.

16. LIST OF DOCUMENTATION TO BE SUBMITTED IN EACH ENVELOPE

16.1 Contents of Envelope No. 1: Administrative Documentation

16.1.1 All tenderers must submit, in accordance with the provisions of **Clause 17** of these special administrative terms and conditions, the following **Administrative Documentation**:

- a) Statement of Compliance and of being up to date with Tax Obligations and Social Security Contributions in accordance with **Annex III** hereto.
- b) Letter of intent to set up a Joint Venture, where appropriate, in accordance with **Annex IV**.
- c) Statement of Tenderer Membership, or not, of a Corporate Group in accordance with **Annex V**.

d) Statement of Legal Person Compliance with respect to the Prevention of Money Laundering, in accordance with **Annex VII**.

e) Statement of Compliance with Social Regulations, in accordance with **Annex VIII**.

16.1.2 All tenderers must submit the following **Solvency Documentation** with respect to their Economic and Financial Standing as well as their Technical and Professional Ability as stipulated in Clause 18 herein:

a) Statement of Annual Turnover.

b) Statement of Allocation of **Personal Resources (Appendix N° I)**

c) Statement of Allocation of **Material Resources (Appendix N° II)**

d) Statement of commitment to the integration of solvency through external resources, where appropriate, in accordance with **Annex VI**.

16.1.3 All non-Spanish tenderers must submit:

a) Statement of Submission to the jurisdiction of Spanish Courts and Tribunals by foreign tenderers, in accordance with **Annex IX**.

16.1.4 Those non-Spanish tenderers that do NOT belong to the European Union, or to the European Economic Area, must also submit:

a) Report issued by the Permanent Diplomatic Mission or Consular Office of Spain of the place of domicile of the company, in which it is recorded, subject to accreditation by the company, that it is registered in the local professional, commercial or similar Registry or, failing that, that it acts, trades or operates regularly in the area(s) of activity covered by the subject matter of the contract.

b) Reciprocity report under Article 68 of the LCSP.

c) Only for the successful tenderer: certificate of fiscal residence. Before collecting the first invoice of the Service, the successful tenderer must submit to the FIIAPP the certificate of fiscal residence.

16.2 Documentation on Subjectively Weighted Criteria

Not applicable.

16.3 Contents of Envelope No. 2: Documentation on Formula-Weighted Criteria

16.3.1 The following information must be included in this envelope with respect to the Formula-Weighted objective criteria as stipulated in **Clause 20** herein:

- a) Financial bid. This must be submitted in accordance with **Annex X** herein.

16.3.2 Likewise, the tenderer must include any other documents which, where appropriate, are expressly indicated in the Technical Specifications and which make it possible to verify that the bid meets the required technical specifications but which shall not be subject to assessment.

17. ADMINISTRATIVE DOCUMENTATION

17.1 Suitability and Capacity

17.1.1 Those who, having full capacity to act, are not included in any of the circumstances indicated in Article 71 of the LCSP, and who are economically and financially solvent and have the due technical and professional ability, have the powers to hire natural or legal persons, whether Spanish and foreign.

17.1.2 Likewise, economic operators must have the business or professional qualification which, where appropriate, is required for the performance of the activity or provision of the service that is the purpose of the contract.

17.1.3 Legal persons can only be awarded contracts the services of which are included within the purposes, object or scope of activity that, according to their own articles of incorporation or foundational rules, they pursue.

17.1.4 For EU, non-EU companies and joint ventures, the provisions of Articles 67, 68 and 69 of the LCSP shall apply, respectively.

17.1.5 Circumstances related to the capacity, financial standing and absence of prohibitions from contracting as referred to herein, must hold on the final date for the submission of bids and subsist at the time of execution of the contract.

17.1.6 In Delegated Cooperation contracts, before formalising any contract, the FIIAPP F.S.P. shall access the EU's Central Exclusion Database to confirm the eligibility of the contractor, in accordance with the provisions of Commission Regulation (EC, Euratom) No 1302/2008 of 17 December 2008 on the central exclusion database (OJ, L 344/12, 20.12.2008).

17.3 Joint Ventures

17.3.1 In those cases in which several economic operators are grouped into a joint venture, a statement of compliance must be provided for each participating company in which the information required in these cases in the European Single Procurement Document (ESPD) shall be indicated.

17.3.2 In addition to the said statement, economic operators wishing to participate in a joint venture must submit another statement, in accordance with the form attached hereto as **Annex IV**, in which:

- The percentage of the participation in the joint venture of each of its member entities shall be identified.
- The person who is to be the sole representative or proxy of the UTE shall be named.

- The commitment to formally set up as a joint venture shall be undertaken, should they be awarded the contract.

17.3.3 In this regard, it should be pointed out that the member companies of a joint venture shall be jointly and severally bound and that the representative or proxy must hold sufficient powers to exercise the rights and fulfil the obligations arising from the contract until the termination thereof; the foregoing without prejudice to the existence of joint powers that may be granted for collections and payments of significant amounts.

17.4 Business Groups

17.4.1 Tenderers that are members of a Business Group must attach a statement to this effect in accordance with the form attached hereto as **Annex V**, specifying, where appropriate, the companies that are part of the group and that are submitting different bids to individually compete for the award so that the Contracting Authority can have such information available to it when assessing the economic bids. The provisions of Article 42 of the Spanish Code of Commerce shall apply to what constitutes a business group.

17.4.2 Failure to provide this statement, or the non-correspondence of the same with reality, shall exclude any group member tenderers after this circumstance has been confirmed by the Contracting Authority.

17.4.3 Those companies that submit different bids and that are affected by any of the alternative circumstances under Article 42 of the Spanish Code of Commerce with respect to business group members, must also submit an explicit statement.

17.5. Integration of persons with disabilities and equality obligations

Where legally applicable, the tenderer must provide the corresponding information regarding those obligations regarding equality and integration of persons with disabilities that apply to it under:

- a) Organic Law 3/2007 of March 22 on effective equality for women and men.
- b) Article 42 of the Consolidated Text of the General Law on the rights of persons with disabilities and their social inclusion.

17.6 Requirements for non-Spanish Tenderers

Foreign economic operators must submit, in addition to the documentation indicated above, the following specific documentation:

- a) Statement of submission to the jurisdiction of Spanish Courts and Tribunals no matter what their level, for all incidents that may arise directly or indirectly from the contract,

waiving their right, where appropriate, to any foreign jurisdiction that may correspond to them.

b) Companies from states that are not members of the European Union or signatories to the European Economic Area Agreement must provide:

1. Report issued by the Permanent Diplomatic Mission or Consular Office of Spain of the place of domicile of the company, in which it is recorded, subject to accreditation by the company, that it is registered in the local professional, commercial or similar Registry or, failing that, that it acts, trades or operates regularly in the area(s) of activity covered by the subject matter of the contract.

2. Reciprocity report under Article 68 of the LCSP.

c) Only for the successful bidder: The successful tenderer of the contract must provide the FIIAPP with the **certificate of fiscal residence** for the collection of the corresponding invoices

17.7. European Single Procurement Document (ESPD)

Not Applicable.

18. ECONOMIC AND FINANCIAL STANDING, TECHNICAL AND PROFESSIONAL ABILITY CRITERIA

18.1 Economic and Financial Standing

The economic and financial standing of the economic operator must be accredited by:

18.1.1 Annual turnover of the tenderer, referred to the year with the highest turnover of the last three accounting years, which must be at least amount of **TWENTY-NINE THOUSAND EUROS (€29.000,00), VAT excluded**.

18.1.1.1 The turnover shall be accredited by certification, a simple accounts certificate or similar document issued by the Companies Registration Office and containing the annual accounts, provided that the tax returns deadline has passed and the accounts have been posted.

18.1.1.2 If the last financial year's tax return deadline is still open, the accounts must be submitted accompanied by certification of their approval by the competent body for this purpose and of their submission to the Companies Registration Office.

18.1.1.3 Individual non-registered economic operators must present their inventory ledger and annual accounts duly certified by the Companies Registration Office.

18.2 Technical and Professional Ability

The technical and professional ability of the tenderer must be accredited by the following means:

18.2.2 Commitment to the assignment of Human Resources

The tenderer must commit to assign to the project and at least have human resources with the following profiles:

- **3 Drivers with:**
 - Current driver's license
 - Fluent English
 - Without vision or hearing problems
 - Available 5 working days, 8 hours per day (working time from 8:00 a.m to 05:00 p.m).
 - Possibility of overtime work in case to be needed.
 - At least one of the drivers who has been deployed to international organizations.

18.2.3.2 Documentation be provided: Responsible Declaration in accordance with the **Annex I**. The FIIAPP reserves the right to request to the tenderer or awardee the supporting documentation of the concepts declared in the Annex.

18.2.3 Commitment to the assignment of Material Resources

18.2.3.1 The tenderer must commit to assign to the project and have at least the following material resources:

- **At least three (3) cars available with the following minimum requirements:**
 - Five doors car, vehicle not older than 10 years and with less than 150.000 km.
 - Every car should have 5 passengers' seats, 5 doors and function air conditioning.
 - Petrol and comprehensive accident insurance included. The all-risk vehicle insurance policy will be requested before the contract is signed to the successful tenderer.

18.2.3.2 Documentation be provided: Responsible Declaration in accordance with the Annex II. The FIIAPP reserves the right to request to the tenderer or awardee the supporting documentation of the concepts declared in the Annex.

18.2.3 Maintenance of the assigned Human and/or Material Resources

18.2.3.1 All human and/or material resources submitted shall form part of the bid submitted by tenderers and, therefore, of the contract signed with the successful tenderer. Accordingly, they must be maintained by the successful tenderer for as long as the services are provided.

18.2.3.2 The Foundation must be informed of any changes to the resources. Failure to meet this requirement may be considered a breach and may constitute grounds for rescission of contract or the imposition of penalties. When replacing personnel, a profile must be provided, with at least the same characteristics offered in this tender.

18.2.3.3 The assessment of this commitment to assign personal and/or material resources shall be taken as the solvency criteria for companies and shall, therefore, be the selection criteria for them, so that **tenderers who do not justify this assignment of resources as indicated shall be excluded**, even if they comply with the remaining solvency requirements herein.

18.3 Verification of the reliability and validity of the statements of compliance

18.3.1 The Contracting Authority or Award Committee may ask the tenderers to present all or part of the supporting documentation when they consider that there are reasonable doubts as to the validity or reliability of the statement of compliance, whenever it proves necessary for the proper conducting of the procedure and, in any case, before awarding the contract.

18.3.2 The tenderer must submit the required documentation no later than three business days as of the submission of the requirement. If the requirement is not properly met within the indicated deadline, the tenderer shall be understood as having withdrawn its bid and shall be excluded from the procedure.

18.4 Cases in which the tenderer relies on the financial standing or resources of other companies

Each of these companies must also submit a statement of compliance containing the relevant information for these cases, in accordance with **Annex VI**.

19. SUBJECTIVELY WEIGHTED AWARD CRITERIA

Not applicable.

20. FORMULA-WEIGHTED AWARD CRITERIA

20.1 The Formula-Weighted Criteria have a maximum weighting of **100 points** and are distributed as indicated in the following table.

FORMULA-WEIGHTED CRITERIA		
No.	DESCRIPTION	MAXIMUM SCORE
Criterion 1	Financial Bid* (Annex X-Envelope nº2)	100
Subcriterion 1.1	➤ Price per working day (Monday to Friday from 08.00-17.00). Maximum 70 € per working day for each rental car.	30
Subcriterion 1.2	➤ Overnight Allowance in every region each driver. Non applicable to Nassarawa, Kaduna o Kogi and Benue. Maximum 15 €.	30
Subcriterion 1.3	➤ Extra working hour ¹ for each rental car. Non applicable to Nassarawa, Kaduna o Kogi and Benue. Maximum 15 €.	10

¹ Extra hour: overtime before 8:00 and after 17:00. Saturday, Sunday and national Bank holiday included as extra time.

Subcriterium 1.4	➤ Price per working day (Monday to Friday from 08.00-17.00) for each rental car in Nassarawa, Kaduna, Kogi yBenue. Max 90 € per day.	10
Subcriterium 1.5	➤ Extra working hour for each rental car in Nassarawa, Kaduna o Kogi and Benue. Maximum 18 €	10
Subcriterium 1.6	➤ Overnight Allowance for each driver, in Nassarawa, Kaduna o Kogi and Benue. Maximum 25 €	10

- ***ALL MAXIMUM PRICES DO NOT INCLUDE TAXES.**
- The highest score will be awarded to the lowest bid, and the rest will be distributed applying a rule of three inverse.

20.2. Criterion 1: Financial Bid -> Maximum of 100 points.

20.2.1 The Financial Bid must be submitted in accordance with the form given in Annex X herein. Those that contain omissions, errors or cross-outs that prevent the Foundation from clearly learning what it deems essential to consider the bid shall not be accepted.

20.2.2 In the event of a discrepancy between the amount expressed in writing and the amount expressed in figures, the amount entered in writing shall prevail. If any bid does not match the documentation examined and admitted, exceeds the tender baseline budget, substantially differs from the established form, involves manifest error in the bid amount, or the tenderer acknowledges that there is an error or inconsistency that precludes its feasibility, it shall be discarded by reasoned decision, without the change or omission of some words of the form, as long as this does not alter its meaning, sufficing as grounds for rejection.

20.2.3 To all effects it shall be understood that the tenders submitted do not include the amount corresponding to Value Added Tax.

20.2.4 Any offer that exceeds the tender budget shall be rejected straight off and shall be excluded from the tender.

20.2.5 The highest score shall be assigned to the lowest bid among those admitted, with the remaining ones being distributed in an inversely proportional manner (**Inverse Rule of Three**). The figures shall be expressed to two decimal points.

21. APPRAISAL OF ABNORMAL OR DISPROPORTIONATE REDUCTIONS

21.1 As far as the total price bid by the tenderer is concerned, bids under the following circumstances shall be considered, in principle, abnormal or disproportionate:

- a) When only one tenderer submits a bid and this bid is lower than the tender baseline budget by over 25 percentage points.
- b) When two tenderers submit bids, whichever is lower than the other by more than 20 percentage points.

c) When three tenderers submit bids, those that are lower by more than 10 percentage points with respect to the arithmetic average of the bids submitted. Notwithstanding, the highest bid amount shall be excluded from the calculation of the aforementioned when it exceeds that average by over 10 points. Whatever the case, a bid that is 25 percentage points lower shall be considered disproportionate.

d) When four or more tenderers submit bids, those that are lower by more than 10 percentage points with respect to the arithmetic average of the bids submitted. Notwithstanding, if among them there are bids that exceed the aforementioned average by more than 10 percentage points, a new average shall be calculated only with those bids that have not incurred in this excess. Whatever the case, if there are less than three remaining bids, the new average shall be calculated on the three bids that submitted the lowest amounts.

21.2 When companies belonging to the same group, understood as any cases under Article 42(1) of the Spanish Code of Commerce, submit different bids to participate individually in the tender, with a view to applying the system to appraise disproportionate or reckless bids, only the lowest bid shall be taken, thereby resulting in the application of the effects arising from the procedure established to assess of disproportionate or reckless bids with respect to the other bids made by the same group member companies.

21.3 When different bids are submitted by companies in which any of the alternative circumstances apply under Article 42(1) of the Spanish Code of Commerce, as far as the partners that comprise them are concerned, the same rule as established in the previous section with respect to the assessment of the financial bid shall apply.

21.4 If a financial bid is presumed to be abnormal, the necessary information shall be collected to enable the Contracting Authority to determine whether the offer is indeed abnormally low in relation to the service and, therefore, must be rejected or if, on the contrary, the said bid is not abnormally low, and therefore must be taken into consideration to award the contract.

21.5 To this end, the tenderer shall be requested in writing to provide the information it considers appropriate regarding the composition of the aforementioned financial bid and its explanations. The tenderer shall have no later than ten (10) business days as of the date it receives the request to submit its explanations also in writing.

21.6 If no explanations are received within this deadline, the Award Committee shall inform the Contracting Authority and it shall be considered that the bid conditions cannot be met and, therefore, the company that submitted it shall be excluded from the selection procedure.

21.7 If, on the contrary, the aforementioned explanations are received in due time, the corresponding documentation shall be sent to the Contracting Authority to decide on the acceptance of the bid, either accepting it to continue with the contract award procedure or rejecting it.

21.8 If by taking into account the explanation given by the tenderer, it is still estimated that the bid conditions cannot be met as a result of the inclusion of abnormal or disproportionate values, the tender shall be awarded to the next most financially beneficial bid it is estimated that can meet the said conditions to the satisfaction of the Foundation.

22. CRITERIA TO RESOLVE FINAL TIED SCORES

22.1 If there is a tie between several bids after applying the award criteria, it shall be resolved by successive application of the following social criteria in the order in which they are given, taking the deadline for the submission of bids as a time reference to apply them:

- a) Higher percentage of workers with disabilities or in a situation of social exclusion on the staff of each of the companies, giving priority in case of equality to the highest number of permanent workers with disabilities on the staff, or the biggest number of workers included in the workforce.
- b) Lower percentage of temporary contracts on the staff of each of the companies.
- c) Higher percentage of women employed on the staff of each of the companies.
- d) A draw if the above criteria fail to act as a tie-breaker.

22.2 To apply these criteria, tenderers must accredit them, where appropriate, by means of the corresponding job contracts and social security contribution documents and any other legally accepted document that accredits the aforementioned social criteria.

22.3 The accrediting documentation to break tie situations referred to in this section shall be provided by the tenderers at the time the tie occurs, and not before.

23. BID SELECTION

23.1 Opening of No. 1 envelopes that contain the Administrative Documentation

23.1.1 When the deadline has passed to submit tenders, the Award Committee shall meet to qualify the documents submitted on time by tenderers in Envelope 1.

23.1.2 If the Award Committee concludes that the documentation examined is correct and sufficient to accredit compliance with prior requirements, it shall order the acceptance of all tenderers in the procedure.

23.1.3 If defects or omissions in the documentation examined are detected that can be corrected, it shall order the granting of a deadline of **THREE BUSINESS DAYS** to non-compliant tenderers to provide the necessary documentation to **correct the defect** or omission detected.

23.1.4 After the deadline granted has elapsed, the Award Committee shall proceed to examine the rectified documentation provided in this phase and shall order the acceptance or exclusion of tenderers, as appropriate.

23.1.5 If an order is given to exclude a company, that order shall explain the reasons for the exclusion.

23.2 Opening of the envelopes that contain the documentation on bids to which evaluation formulae are applied

23.2.1 Once the order on final acceptance of the tenderers has been given, the Award Committee shall meet and those envelopes containing documentation to which evaluation formulae are to be applied shall be opened in a public act at **12:00 HOURS on 19 of December of 2019.**

23.2.2 The Award Committee shall check that the offers meet the terms and conditions stipulated in the Specifications and, if so, shall proceed to assess them.

23.2.3 If one of the conditions concerns abnormally low or disproportionate bids, and any of the companies is presumed to be in breach of the said condition, the Award Committee shall proceed in the manner indicated in Clause 21.

23.2.4 If the evaluation results in a tie between two or more companies, the Award Committee shall apply the tie-breaker criteria established in Clause 22.

23.3 Classification of bids in descending order of merit and proposal to award the contract

23.3.1 The Award Committee shall classify the bids submitted in descending order to subsequently submit the corresponding award proposal to the Contracting Authority.

23.3.2 The award criteria indicated in the specifications must be met to conduct the aforementioned classification. Moreover, as many technical reports as are deemed appropriate can be asked for.

23.3.3 When the only criterion to consider is price, it shall be understood that the best bid is the one that offers the lowest price.

23.3.4 If, in the exercise of their functions, the Award Committee or the Contracting Authority has strong grounds to suspect the existence of collusive conduct in the procurement procedure, it shall duly report them to the Spanish National Markets and Competition Commission or, where appropriate, the corresponding regional competition authority, before awarding the contract.

23.3.5 The award proposal does grant any entitlement to the tenderer proposed with respect to the Foundation.

23.3.6 The Contracting Authority must explain its decision when it does not award the contract to the tenderer proposed by the Award Committee.

24. REQUEST FOR DOCUMENTATION FROM THE TENDERER THAT HAS SUBMITTED THE BEST BID

After the Award Committee proposal has been accepted by the Contracting Authority, the tenderer that has submitted the best bid to meet the award criteria set shall be required, no later than **TEN (10) BUSINESS DAYS** as of the day following the request, to submit the following documentation IN HARD COPY AND DIGITAL FORMAT:

24.1 Legal personality and capacity to act

24.1.1 Legal personality and capacity shall be accredited by:

- a) Deed of incorporation or articles of association: In the case of Spanish economic operators that are legal persons, it shall be accredited by means of the deed of incorporation or articles of association containing the regulations by which its activity is regulated and which has been duly registered, where appropriate, in the corresponding public registry,

depending on the type of legal entity in question, as well as its Tax ID Number (“NIF”).

b) National Identity Document: The submission of a copy of this document shall be mandatory for Spanish individual entrepreneurs, as well as their Employer ID Number or Social Security registration number.

c) The capacity to act of non-Spanish economic operators that are nationals of Member States of the European Union or to signatories to the European Economic Area Agreement shall be accredited by their *entry in the corresponding register, in accordance with the legislation of the Member State where they are established or by submitting a sworn declaration or an appropriate certificate in accordance with the applicable EU provisions.*

24.1.2 For companies not included in the previous paragraph, a Report issued by the Permanent Diplomatic Mission of Spain in the corresponding country or by the Consular Office that covers the domicile where the company is located, in which the legal personality of the company is recorded, upon prior accreditation by the company.

24.1.3 Without prejudice to the application of Spain's obligations under international agreements, natural or legal persons from non-European Union states or from states that are signatories to the European Economic Area Agreement must accredit by means of a report that the country of origin of the foreign company in turn accepts the participation of Spanish companies in contracts with the types of public sector entities listed in Article 3 of the LCSP, in a substantially analogous manner. The aforementioned report shall be prepared by the corresponding Spanish Economic and Trade Office abroad and shall be attached to the documentation submitted.

24.1.4 Tax residence certificate (only for the successful tenderer).

24.2 Representation

Representation shall be accredited by:

a) A public deed of the general power of attorney: if the economic operator is a legal person, its power of representation must be accredited, which must be registered, where appropriate, in the Companies' Register. If a special power of attorney is involved for this tender, the requirement of its prior registration in the Companies' Register shall not be necessary. Likewise, the person with representative powers must accompany them with a *copy of their National Identity Document.*

b) Those who act or sign bids on behalf of another party shall submit a Power of representation that accredits the character in which they are acting, as well as a *copy of their National Identity Document.*

24.3 Joint ventures

In the event that the contract is awarded to a joint venture, it must submit proof it has been set up in a public deed, as well as the Tax ID Number assigned it, after it has been awarded the contract. Whatever the case, the duration of the joint venture must coincide with that of the contract until its termination.

24.4 Economic and financial standing and technical and professional ability

24.4.1 Tenderers can accredit their solvency indistinctly by means of the specific economic and financial standing and technical or professional ability requirements in the terms and by the means listed herein.

24.4.2 Non-Spanish economic operators from Member States of the European Union or from the signatory states to the European Economic Area Agreement must submit the supporting documentation on their economic and financial standing and technical or professional ability in the manner established under Articles 87 and 90 of the LCSP, and by the means provided by the Contracting Authority herein.

24.4.3 For these purposes, the registration certificates issued by the competent bodies who keep the official lists of economic operators authorised to contract established by the Member States of the European Union referring to economic operators established in the Member State issuing the certificate, shall constitute a presumption of ability with respect to the qualitative selection requirements contained therein.

24.4.4 The same presumptive value, with respect the matters certified in them, shall hold for the certificates issued by competent certification bodies that meet the European certification standards issued in accordance with the legislation of the Member State in which the economic operator is established.

24.4.5 The documents referred to in the previous section must indicate the references that have made it possible to register the economic operator in the list or issue the certification, as well as the classification obtained.

24.5 Tax and social security contribution obligations

Compliance with Tax and Social Security obligations shall be accredited by:

- a) When activities subject to BUSINESS TAX are conducted: Registration in the corresponding section, referring to the current financial year, or last receipt, together with a compliance statement for not having deregistered with respect to the aforementioned tax and, where appropriate, a certificate of compliance as an exempt party.
- b) Positive certificate, issued by the STATE TAX AGENCY, of being up to date in the fulfilment of its tax obligations or certificate of compliance confirming the absence of tax obligations.
- c) Positive certificate, issued by the regional Social Security Office of being up to date in the fulfilment of its obligations with its SOCIAL SECURITY obligations or certificate of compliance confirming the absence of any contribution obligations.

24.6 Performance Bond

24.6.1 Not applicable.

24.7 Verification of the documentation provided

24.7.1 The Contracting Authority shall verify that the proposed successful tenderer accredits all participation requirements with supporting documentation.

24.7.2 Any failure to submit properly completed documentation within the indicated deadline shall be understood as a withdrawal of its bid by the tenderer in question and shall lead to a demand for the settlement of an amount equal to three (3) per cent of the tender baseline budget, excluding VAT, as a penalty. The same documentation shall then be asked of the next tenderer in the order in which the offers have been classified.

24.7.3 In this case, the decision of the Contracting Authority must be reasoned and notified to the tenderers and, as it is a procedural measure, the corresponding appeal and legal system must be indicated.

24.7.4 Notwithstanding the foregoing, entry in the Official Register of Public Sector Tenderers and Classified Economic Operators shall accredit, in accordance with that which is reflected therein and unless proven otherwise, the capacity, authorisation, economic and financial standing of the economic operator, thus relieving the awardee from having to submit the supporting documentation with respect to the circumstances recorded therein. For these purposes, a statement signed by the legal representative of the economic operator as regards the non-alteration of the data contained therein must be submitted.

25. AWARD AND FORMALISATION

25.1 The Contracting Authority shall award the contract within five (5) business days following the receipt of the documentation referred to in the previous section.

25.2 The award decision must be reasoned and shall be notified directly to the successful tenderer and the other tenderers, and must be published in the contracting profile within fifteen (15) days.

25.3 Whatever the case, the notification must contain the necessary information that allows procedure stakeholders to lodge, where appropriate, a sufficiently well-grounded appeal against the award decision.

25.4 The notification shall indicate the deadline within which the contract must be formalised.

25.5 A tender may not be declared void when an acceptable offer or bid is submitted in accordance with the criteria set out in the specifications.

25.6 The Contracting Authority can, always before proceeding with formalisation, decide not to award or conclude the contract for reasons of public interest duly explained in the file, or withdraw from the award procedure in the event of a non-rectifiable violation of the rules of preparation of the contract or of those regulating the award procedure.

25.7 The contract shall be rendered legally valid by its formalisation in the corresponding contract document and, where appropriate, in a public deed, if so deemed appropriate by at least one of the parties thereto. The expenses involved in executing the public deed shall be paid by the party requiring this formality. The party that grants the public deed undertakes to provide the other with an authorised copy of the same.

25.8 Where a joint venture is involved, its representative must submit the public deed of its establishment, its assigned Tax ID Number and the appointment of a representative with sufficient powers to the Contracting Authority.

25.9 In no case whatsoever may clauses that entail a modification of the terms and conditions of the award be included in the document in which the contract is formalised.

25.10 If this contract is liable to a special procurement appeal, it cannot be formalised before FIFTEEN (15) BUSINESS DAYS have elapsed since notification of the award to the tenderers is sent.

25.11 After the aforementioned period has elapsed, and provided that no appeal has been lodged with the consequent suspension of the award, or if the competent body for its resolution has lifted the suspension, the Contracting Authority shall require the successful tenderer to formalise the Contract within a period of five (5) calendar days as of the day after the one on which the requirement is received.

25.12 When, for reasons for which the successful tenderer is accountable, the contract has not been formalised within the indicated deadline, it shall be required to pay the amount of three (3) per cent of the tender baseline budget, excluding VAT, as a penalty.

25.13 In this case, the contract shall be awarded to the next tenderer in the order in which the bids were classified, upon submission of the documentation established in Clause 24 herein, granting it the ten (10) business-day term indicated in the said clause for this purpose.

25.14 A start cannot be made on performing the contract prior to its formalisation.

25.15 Lastly, the formalisation and the contract shall be published no later than fifteen days as of its execution.

IV. CONTRACT PERFORMANCE

26. CONTRACT MANAGER

26.1 The Foundation **appoints** Mr. **Rafael Rios**, who holds the position of Team Leader of the project as the **Contract Manager**.

26.2 The contract manager is the person who shall supervise its execution and adopt the decisions and give the necessary instructions in order to ensure the correct provision of the agreed service within the scope of the powers attributed by the Contracting Body to the said manager.

26.3 Further **functions** of the **Contract Manager** are to:

- a) Interpret the Technical Specifications and other technical conditions established in the contract or in official provisions.
- b) Demand the existence of the resources and organisation necessary for the provision of services in each of its phases.
- c) Give the appropriate orders to meet contract objectives.
- d) Propose the modifications that should be introduced for the proper provision of the services.
- e) Issue, where appropriate, the partial certification corresponding to the services performed according to the agreed performance and payment deadlines.

- f) Process any incidents that arise during the provision of the services.
- g) Convene as many meetings as are deemed pertinent for the proper provision of the services and their supervision, which the representative of the successful tenderer shall be obliged to attend, along with those decision-makers, technicians, lawyers or specialists from the same who are involved in the provision of the service.

26.4 The contractor is obliged to inform the Contract Manager of any technical anomaly that it observes in the contract documents or in the information provided, to ensure that that which is under contract perfectly serves the intended purpose.

26.5 The **contractor shall appoint a “*Representative for Communications and Notifications*”** who shall **liaise** with the Contract Manager with respect to all contract matters.

27. CONTRACT PERFORMANCE

27.1 The contractor shall be fully liable for contract performance. It shall therefore be considered that once the contract has been awarded, any type of variation to the works and not foreseen in the bid shall be the responsibility of the contractor as it is obliged, during the study of the bid, to verify all essential matters for the perfect performance of the service undertaken.

27.2 The contractor must provide the contract services on time and at the set location strictly in accordance with the clauses of these Special Administrative Terms and Conditions, the Technical Specifications that serve as the basis for them, the contract and the orders and instructions based on an interpretation of these that may be given by the Foundation.

27.3 The contractor shall be responsible for all direct and indirect damages and losses caused to third parties as a result of the operations required to perform the contract. If the damages caused are an immediate and direct consequence of an order given by the Foundation, it shall be liable within the limits indicated by law.

28. GENERAL OBLIGATIONS OF THE CONTRACTOR

28.1 Contractor liability obliges it to compensate the Foundation for any damages that the latter suffers as a result of a contractual breach for which the contractor is accountable, provided there is a causal link between its action or omission or the occurrence attributed to it and the damage or loss caused, up to the quantitative limit of the total price of the contract.

28.2 The contractor shall be directly and indirectly liable for the work performed by its employees, collaborators and subcontractors, shall perform the contract at its own risk, and shall be obliged to compensate all damages and losses caused to third parties as a result of the operations required to perform the contract, except where the damages are caused as an immediate and direct consequence of an order of the Foundation.

28.3 Any action or omission for which the contractor is accountable that carries sanctions of any kind and that does not correspond to the execution of instructions or orders of the Foundation, shall be assumed by the same, without the Foundation assuming any responsibility.

28.4 The contractor must have taken out the compulsory insurance policies, as well as one that covers liabilities arising from the performance of the contract for the minimum insured capital required in the applicable regulations. The aforementioned policy must remain in force throughout the term of the contract. The Foundation may require the presentation of a copy and/or the original of the policy at any time during the term of the contract.

28.5 The contractor shall be liable for any obligations imposed on it as an employer, as well as for compliance with all those rules that regulate and develop the labour relationship or any other existing between it, or between its subcontractors and the workers of one and the other, without being able to offset any fine, sanction or any type of liability on the Foundation which, on account of a violation of any of the said rules could be imposed on it by the competent authorities.

28.6 The Foundation shall have the power at all times to request that the contractor replace any member of the work team, if in its opinion the person in question was not meeting their obligations and thus threatening the smooth development of the contract. In such cases, the Foundation shall notify the contractor in writing, with the latter being obliged to propose a candidate to replace the said person for another with the appropriate profile, qualification and experience for the position in question no later than five (5) calendar days as of notification.

28.7 The contractor is obliged to provide the technical and material equipment, as well as all auxiliary and human resources; in number and as are needed, to satisfactorily fulfil the purpose of the contract under the terms offered in its bid and must be liable for the material, personnel and equipment damages that arise during the operation, in addition to any third party ones, as the party fully liable for performance of the contract.

28.8 Moreover, the contractor is liable for the technical quality of the work done and for the services provided, as well as for the consequences that arise for the Foundation or for third parties from omissions, errors, inappropriate methods or incorrect conclusions in the performance of the contract and must keep the Foundation harmless from the damages that may arise from any claims lodged.

28.9 Whatever the case, the contractor shall compensate the Foundation for any amount that it is obliged to pay for breach of the obligations established herein, even if imposed by a court or administrative decision.

28.10 The contractor is liable for obtaining the authorisations and licenses, documents or any information, both official and private, that are required for the performance of the contract, as well as compensation for damages caused to both the Foundation as well as third parties, as a result of the operations required by contract performance, unless such damages have been caused by an immediate and direct order of the Foundation.

28.11 Throughout contract performance the contractor must observe environmental legislation at all times, taking special care to manage the waste generated at the place of delivery.

28.12 If for the development of the contracted works, the contractor must attend meetings, visit facilities or agencies or represent the Foundation before third parties, always at the request of the Foundation, it shall take special care during any such relations and shall act in compliance with the instructions received from the Foundation at all times.

28.13 The personnel that the successful tenderer must hire to meet its obligations shall depend exclusively on it, without consolidating in any way those people who have performed the work as Contracting Authority personnel.

28.19 The contractor is obliged to comply with the provisions in force as regards tax, labour, social security, social integration of persons with disabilities, occupational health and safety and environmental protection that are established both in current regulations and in the specifications that govern this contract.

28.20 Likewise, under the provisions of Article 4 of Law 19/2013 of December 9 on transparency, access to information and good governance, the contractor is obliged to supply the Foundation, upon request, with all the necessary information to meet the obligations provided for in the said law as well as in those regulations that may be established in relation to such matters.

29. CONTRACTOR OCCUPATIONAL HEALTH AND SAFETY OBLIGATIONS

29.1 The contractor is obliged to comply with current regulations on labour, social security and occupational health and safety, in accordance with the provisions of Law 31/1995 of November 8, on Occupational Health and Safety, Royal Decree 171/2004 of January 30, which develops article 24 of the aforementioned law on the coordination of business activities, and the Prevention Services Regulation approved by Royal Decree 39/1997 of January 17, along with any such as these enacted during contract performance.

29.2 In compliance with Law 31/1995 on Occupational Health and Safety and the current Health and Safety Regulations, the contractor must have carried out a risk assessment for the activities in which it is engaged, have risk prevention planned in its company, have trained and informed its workers and have taken the necessary measures aimed at avoiding the risks arising from its activities.

29.3 Furthermore, if necessary, before the start of the work, the contractor must submit accreditation of its Occupational Health and Safety organisation model with respect to the following specialities: Safety at Work, Industrial Hygiene, Ergonomics and Psychosociology and Health Surveillance.

29.4 Before starting the service, the Foundation, or whoever it designates, may require the successful tenderer to submit:

- A photocopy of the conveniently stamped Social Security contribution documents (TC1, TC2, TA2) for its workers (monthly).
- A company certificate accrediting that its workers have undergone health checks and are fit for the jobs they do.
- A company certificate accrediting training in occupational health and safety matters given to its workers (specifying content, date, names of workers) and information about the risks and preventive measures for each job.
- A company certificate accrediting having provided its workers with the necessary personal protective equipment (specifying name, type of equipment and date).
- Appointment of a worker to handle health and safety issues.
- Authorisation to use the machinery by the qualified personnel indicated.
- Risk assessment and preventive measures for the activity carried out.
- Any other documentation required by the Foundation.

29.5 The Occupational Health and Safety Manager of the successful tenderer shall attend as many Occupational Health and Safety meetings as they are called to throughout the term of the contract, duly adopting all warranted corrective, informative or inspection actions.

30. SPECIAL RULES FOR CONTRACTOR STAFF

30.1 Without prejudice to the subrogation obligation imposed by sector regulations, it is exclusively up to the contractor to select the personnel who, meeting the qualification and experience requirements required in the specifications (in cases where the specific qualification requirements and experience are established), shall be part of the work team assigned to the performance of the

contract, without prejudice to the verification by the Foundation of compliance with those requirements.

30.2 The contractor shall ensure work team stability and that the variations in its composition are isolated events and can be duly explained to avoid altering the proper functioning of the service (when there are reasons that justify this requirement), duly informing the Foundation on all occasions.

30.3 The contractor undertakes to exercise, in a real, effective and continuous way, the management power inherent to every employer over team personnel working on the contract. In particular, it shall look after the negotiation and payment of wages, the granting of permits, licences and holidays, the replacement of workers in cases of sick leave or absence, legal obligations regarding Social Security, including the payment of contributions and benefits, where appropriate, legal obligations regarding the occupational health and safety risks, the exercise of disciplinary power, as well as the exercise of all rights and obligations arising from the contractual relationship between employee and employer.

30.4 The contractor shall particularly ensure that the workers assigned to perform contract tasks do so without exceeding in their functions with respect to the activity defined in the specifications as well as in the contract purpose.

30.5 Given its nature, the contractor shall perform the contract at the facilities that are the purpose of this contract. In this case, contractor personnel shall occupy differentiated work spaces from those occupied by public employees and, unless it is necessary, they shall not be able to access the services reserved to employees, such as email. It is also up to the contractor to ensure compliance with this obligation.

30.6 The contractor must appoint at least one technical coordinator or manager (depending on the characteristics of the service, different organisation systems may be established at this point), who shall be a member of its staff and shall have, among other, the following obligations:

- a) Act as contractor liaison person with respect to the Foundation, channelling communications between the contractor company and the work team assigned to the contract, on the one hand, and the Foundation, on the other hand, in all matters related to contract performance.
- b) Distribute the work among the personnel in charge of contract performance and give those workers the orders and instructions that are necessary to provide the contracted service.
- c) Supervise the correct performance by the work team of the functions entrusted to them and control job attendance.
- d) Organise the holiday regime for personnel assigned to the contract. The contractor company must properly coordinate with the Foundation in this task to avoid altering the proper functioning of the service.
- e) Inform the Foundation about occasional or permanent changes in the composition of the work team assigned to perform the contract.

31. CONFIDENTIALITY AND PERSONAL DATA PROTECTION

31.1 Confidentiality

31.1.1 The successful tenderer is obliged to keep secret any data or background information that, not being public or self-evident, is related to the contract purpose and of which it comes to have knowledge through the same.

Likewise, it is obliged to guarantee the confidentiality and integrity of the data handled and the documentation provided.

31.1.2 All services performed to satisfactorily perform this contract shall be confidential, and the contractor may not use in its own benefit or provide third parties or disclose any data or information about the service under contract without express authorisation from the Foundation. Accordingly, the contractor is obliged to put all the means at its disposal to preserve the confidential and reserved nature, both of the information and documentation received from the Foundation, as well as of the results obtained from the work done.

31.1.3 The contractor shall particularly ensure that its employees do not access, store or use the personal data of the employees of the Foundation and of the possible third parties with which it is related in any way, to which they may come to have knowledge in the provision of the service that is the subject matter of this specification.

31.2 Personal data processing

31.2.1 Both parties undertake to comply with the provisions of the applicable personal data protection regulations: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons and Organic Law 3/2018 of 5 December on personal data protection and the guarantee of digital rights.

31.2.2 With respect to the personal data provided mutually to perform the contract, the contractor and the Foundation undertake to use them for the sole purpose of managing the contractual relationship and facilitating the development of the contract purpose and cannot use them for any purpose other than that for which they were provided. Failure to comply with what is stipulated in this section shall give rise to the corresponding liability of the defaulting party, including the sanction to which its action could give rise.

31.2.3 As regards the personal data that the tenderers in general and the contractor in particular provide to the Foundation, and in accordance with the provisions of the General Data Protection Regulation, you are hereby informed that:

— The data controller is the International and Ibero-American Foundation for Administration and Public Policies, the contact details of which for notification purposes are as follows:

- Management: C/ Beatriz de Bobadilla 18- 4th floor, CP 28040, Madrid
- Telephone: 915 914 600
- Fax: +34 915 352 755.
- Email: juridico@fiiapp.es.

— The personal data you provide are necessary to perform this contract, they shall be kept throughout its term and subsequently to comply with legal obligations and for statistical purposes.

— The rights of withdrawal to previously given consent, access, rectification, erasure (right to forget), objection, blocking, limitation of the processing and portability of personal

data may be exercised through any type of communication and by any of the means indicated above (letter, mail, telephone or fax).

32. SPECIAL PERFORMANCE CONDITIONS

The fulfilment of the following environmental obligations shall be considered special performance conditions and are deemed essential to fulfil the contract purpose:

— The use of recycled paper shall be mandatory as regards the physical submission of all the documentation generated in the performance the contract arising from this tender: invoices, reports etc.

33. BILLING AND PRICE PAYMENT

33.1 Pursuant to the conditions set out in the guidance documents to this tender, the contractor shall be entitled to receive payment of the agreed price that corresponds to the services effectively provided to and formally received by the Foundation. The services performed in each calendar month by the successful tenderer shall be broken down in the invoice, itemising the measurements done during that month and multiplied by the unit prices tendered.

33.2 The invoice must refer to the delivery notes of the services performed and that have been delivered to the Foundation Contract Manager.

33.3 Payment shall be made monthly upon submission of the invoice in two original copies. Value Added Tax must be charged as an independent item in the document submitted for collection. Payment shall be by bank transfer to the account specified by the contractor no later than thirty (30) days following the date of issue of the invoices, provided that they are received in the Foundation within the first seven (7) days of the month following the date of issue, otherwise, the payment deadline calculation shall be as of the first day of the month in which the invoice is received at the Foundation.

33.4 Whatever the case, any payments made by the Foundation to the contractor shall be subject to the fulfilment by the latter of all of its obligations under the contract.

34. IMPOSING OF PENALTIES

34.1 Definition

Failure to comply with the obligations contained in the STC and the TS shall entitle the Foundation to impose the penalties established in this clause on the successful tenderer, without prejudice to the obligation to compensate for the damages the Foundation may be caused.

34.2 Imposing of Penalties

1 The imposition of penalties, which can be cumulative, shall not require any other mandatory procedure other than hearing the contractor.

2 The amount of the penalties shall be deducted from the monthly payments.

3 The contractor shall be obliged to make good the amount in question no later than fifteen business days following notification of the penalty.

4 Penalty amounts do not exclude compensation for damages to which the Foundation may be entitled due to contractor breaches.

5 Likewise, the penalty scheme referred to in this clause shall be applied by the Foundation regardless of whether the facts that give rise to its imposition may be grounds for contract rescission. In this case, the Foundation shall initiate the procedure to rescind the contract for contractor breach in accordance with the provisions of current legal regulations.

6 Upon breach of contract, the Contract Manager must submit an assessment report and a penalty proposal, where appropriate, to the Contracting Authority.

7 If the number of individual and/or accumulated penalties reaches ten per cent (10%) of the total amount of the contract, the Contracting Authority shall be entitled to rescind the contract for cause attributable to the contractor.

34.3 Breaches subject to penalty

1 When, for reasons attributable to the successful tenderer, the contract has not been formalised within the deadline indicated in this document, the Foundation may impose a penalty consisting of three (3) per cent of the Tender Baseline Budget, excluding VAT, as a penalty.

2 If the three available vehicles are in use for the FIIAPP and the failure of one or more of the vehicles occurs, a vehicle with functional identities to those established in the Technical Specifications must be made available to the contract within a maximum period of 24 hours. For each additional day to this period the FIIAPP may penalize the winner by deducting a percentage of the **10% to monthly billing**.

35. BOND TERM

35.1 Not applicable.

36. CONTRACT MODIFICATIONS

36.1 Any modification to the contract shall require the corresponding contract regularisation. Said contract document must be signed by both parties in two original copies.

36.2 All contract modifications shall be governed by the provisions of Articles 203 to 207 of the LCSP.

37. CONTRACT ASSIGNMENT

37.1 The rights and obligations arising from this contract may be assigned by the successful tenderer to a third party provided that the technical or personnel qualities of the assignor have not been a determining factor for the award of the contract, the circumstances and requirements under the Article 214(2) of LCSP are met and any such assignment does not result in an effective restriction of market competition.

37.2 Without prejudice to the provisions of Article 214(2)(b) of the LCSP, the contract assignment to a third party may not be authorised when it involves a substantial alteration of the contractor's characteristics whenever these constitute an essential element of the contract.

38. CONTRACT SUSPENSION

38.1 The Foundation may suspend, either wholly or in part, provisionally or definitively, the performance of work. In such a case, the contractor shall have no other right but that of claiming the amount for services actually provided up to that time and for any expenses incurred and duly accredited.

38.2 When a suspension is ordered, a document shall be drawn up in which the circumstances that have caused the suspension and the de facto contract progress up to that moment shall be recorded and the contractor heard.

39. SUBCONTRACTING

39.1 All activities covered by the contract must be done directly by the successful tenderer. Exceptionally, FIIAPP F.S.P. may authorise the subcontracting of personnel or tasks related to the purpose of the contract by a company other than the successful tenderer, under the terms provided for in Articles 215 and 216 of the LCSP. Acceptance of subcontracting must be given explicitly. Any subcontracted company must be up to date with respect to all tax and social security payment obligations.

39.2 The successful tenderer shall be liable to FIIAPP F.S.P. for the actions of the subcontracted company in all areas, including service quality, delivery deadline, completion and data and information processing obligations, as well as fulfilment by the subcontracted company of its social and tax obligations.

40. INTELLECTUAL PROPERTY

40.1 Definition of Intellectual and Industrial Property Rights

For the purposes of these Special Administrative Terms and Conditions *"Intellectual and Industrial Property Rights"* shall mean

- a) All rights recognised by intellectual property legislation (copyright, related and sui generis rights and others).
- b) All rights recognised by industrial property legislation (patents, trademarks, utility models, industrial models and drawings and any other rights).

- c) All recognised owner know-how and trade secret rights.

40.2 FIIAPP Intellectual and Industrial Property Rights

40.2.1 All FIIAPP Intellectual and Industrial Property Rights, including those regarding FIIAPP materials, documents, hardware and software, as well as trademarks, trade names, logos, symbols or any other distinctive FIIAPP sign appearing on any material related to the performance of work under these Special Administrative Terms and Conditions and, where appropriate, the contract that the parties sign, or in any other document provided by FIIAPP to the successful tenderer, regardless of whether or not they are registered, belong to FIIAPP.

40.2.2 The contractor may not use FIIAPP Intellectual and Industrial Property Rights except in cases where it is strictly necessary to fulfil the obligations arising from the performance of the contract that is the subject matter of these Special Administrative Terms and Conditions and, where appropriate, the contract that the parties sign. Any such use is limited in time to the term of the said contract.

40.2.3 For these purposes, FIIAPP grants the successful tenderer a non-exclusive and non-transferable use licence for all those materials on which the latter holds Intellectual and Industrial Property Rights that the successful tenderer must access when performing the contract. This licence is granted solely with respect to the necessary rights for the exclusive purposes indicated and during the term of the contract. It shall be understood as expressly revoked upon contract termination. Moreover, the said licence does not imply the assignment of any other right to the successful tenderer.

40.2.4 On termination of the performance of the contract that is the subject matter of these Special Administrative Terms and Conditions, the contractor may not retain any material with respect to which FIIAPP holds Intellectual and Industrial Property Rights under any circumstances, all of which must be returned to FIIAPP. Accordingly, the successful tenderer must erase all copies it has in any format that contains this material and must certify before FIIAPP, if so requested, the said erasure and non-preservation of copies, leaving both these and the originals solely in the possession of FIIAPP.

40.3 Transfer of Intellectual and Industrial Property Rights to FIIAPP: developments or specific works for FIIAPP

40.3.1 For the purposes of this clause, “*Materials*” shall mean each one of the works prepared or developed specifically for FIIAPP (including, where appropriate, the object code and the source code) in compliance with the obligations under these under any circumstances Specifications Special Administrative Terms and Conditions and, where appropriate, the contract signed by the parties.

40.3.2 All rights to the materials and derivatives of the materials, including Intellectual and Industrial Property Rights, shall correspond to FIIAPP originally or, where this is not legally possible, by assignment of the successful tenderer.

40.3.3 The assignment stipulated in the previous paragraph includes without limitation the rights of reproduction (total or partial), distribution, public communication (including the method to make them available), and transformation (translation, adaptation, arrangement, among others) for their use through any medium, support or format and through any system, procedure or mode of transmission, communication or distribution, either free or paid, whether using the materials alone or together with others, as well as the right to request on behalf of FIIAPP the records of Intellectual and Industrial Property Rights that FIIAPP decides. Accordingly, the successful tenderer shall be at the disposal of FIIAPP to sign the documents that FIIAPP considers necessary to secure its rights.

40.3.3 The assignment in favour of FIIAPP is understood to be granted exclusively and worldwide for the entire duration of the rights and includes the power to assign the rights to third parties. The successful tenderer guarantees that neither the transfer regulated herein nor the use by FIIAPP of the materials as allowed herein shall infringe any third-party rights

40.4 Transfer of Intellectual and Industrial Property Rights to FIIAPP: commercial software

40.4.1 The contractor shall grant FIIAPP licences for the software that is the subject matter of that supply specified in the Technical Specifications (“Software”), on a non-exclusive, non-transferable basis (except in cases of merger, spin-off, segregation, corporate reorganisation or assignment, in perpetuity until it enters the public domain, without any territorial restriction and with sufficient scope so that FIIAPP, either directly or through the third parties that it may subcontract, where appropriate, or to which it outsources its systems, equipment and applications, can use the software for its proposed purpose as a legitimate user.

40.4.2 Likewise, the contractor expressly agrees to the transfer of intellectual property rights to FIIAPP in relation to all technical and user documentation, and in general any that is drafted or provided under these Special Administrative Terms and Conditions with the same scope as indicated in the previous paragraph regarding the software.

41. CONTRACT RESCISSION AND ITS EFFECTS

41.1 Contract effects and rescission shall be governed by the rules of private law. Notwithstanding the foregoing, the provisions of Article 319 of the LCSP shall apply.

41.2 The contract shall be terminated either by its full discharge or by rescission. The contract shall be understood to have been discharged to the satisfaction of the Foundation when all the services under contract have been performed as stipulated in the terms and conditions. Grounds for rescission shall be those established in general by Spanish private law.

41.3 The rescission of the contract for reasons for which the contractor is accountable shall entail payment of the actions by the Foundation, the amount for which shall be obtained based on those carried out. Any penalties imposed, as well as the compensation that would result from damages, shall be deducted from this payment.

41.4 The following shall be specific grounds for contract rescission:

- The death or incapacity of the individual contractor or the extinction or transformation of the legal personality of the contractor company.
- Failure of the parties to comply with their obligations under these Special Administrative Terms and Conditions.
- The unilateral withdrawal of the Foundation, when for reasons of urgency, unforeseeable or unavoidably envisaged needs at the time the contract is executed, the performance of the contract is required under technical conditions or within terms other than those agreed upon and the contractor is unable to perform the contract under these new terms and conditions.
- Mutual agreement between the parties.
- The physical or legal impossibility of performing the purpose of the contract.
- Delays in meeting deadlines by the contractor.
- Failure to comply with the sub-contracting terms and conditions.

- Breach of the commitment to dedicate or assign sufficient human or material resources to the performance of the contract.
- Urgent and/or unpredictable reasons.
- Non-compliance with the obligation to secrecy regarding the data or background information which, not being public or self-evident, are related to the purpose of the contract.
- The contractor infringing, during the term of the contract, on any of the contracting prohibitions under Article 71 of the LCSP, resulting in the unforeseeable loss of the business or professional authorisation required to perform the contract.
- Committing specific non-compliances when the amount of penalties amounts to 10% of the award amount.
- Failure to comply with the following contractual obligations considered essential for the proper development of the service: obligations to keep up to date with contributions due to Social Security for its workers or basic salary payments to the personnel providing the services covered by the contract.
- Any other cause for rescission expressly stated in the contract documentation.

42. CHALLENGES AND COMPETENT JURISDICTION

42.1 Administrative Action

42.1.1 Ordinary Appeal

In accordance with Article 44(6) of the LCSP, the decisions made in this award procedure can be challenged administratively within one month under Law 39/2015 of 1 October on the Common Administrative Procedure for Public Administrations before the Secretariat of State for International Cooperation and for Ibero-America and the Caribbean as the body to which this Foundation is attached.

42.1.2 Special Appeal for Procurement Matters

42.1.2.1 Not Applicable.

Under Article 44(2) of the LCSP, the following issues shall be open to special appeal in procurement matters prior to filing a contentious-administrative action:

- a) Tender notices, specifications and contract documents that establish the conditions that must govern the tender.
- b) Procedural decisions adopted in the award procedure, provided that they directly or indirectly affect the award, determine the impossibility of continuing the procedure or cause defencelessness or irreparable damage to legitimate rights or interests. Whatever the case, the above circumstances shall be considered to hold with respect to Award Committee or Contracting Authority decisions that order the acceptance or rejection of candidate persons or tenderers, or the acceptance or rejection of bids, including bids that are excluded as a result of being abnormally low under application of Article 149 of the LCSP.
- c) Award orders.
- d) Modifications based on non-compliance with the provisions of Articles 204 and 205 of the LCSP on the grounds that the modification should have been the subject of a new award.

42.1.2.2 The appeal procedure must be initiated in writing and filed within fifteen business days, calculated in the manner provided for in Article 50 of the LCSP. Notwithstanding, if the appeal is based on any of the grounds for nullity under Article 39(2)(c), (d), (e) and (f) the period shall be thirty days or six months, depending on the case.

42.1.2.3 The filing of ordinary administrative remedies shall be unwarranted against actions open to challenge by means of the special appeal.

42.1.2.4 The lodging of the special appeal for procurement matters shall be optional, free of charge for the appellants and shall be processed in accordance with the provisions of Articles 44 to 59 of the LCSP.

42.1.2.5 A contentious-administrative appeal shall be the only resort against the appeal decision under paragraph Article 10(1)(k) and (l) and Article (11)(1)(f) of Law 29/1998 of 13 July regulating the Contentious-Administrative Jurisdiction. Without prejudice to the filing of the contentious-administrative appeal, the resolution of the special appeal for procurement shall be directly enforceable.

42.2 Legal Action

42.2.1 The contentious-administrative jurisdictional order shall be competent to resolve issues related to the preparation, award and contract modifications under the terms and conditions of Article 27(1)(c) of the LCSP.

42.2.1 The civil law system shall be competent to resolve disputes that arise between the parties in relation to effects and rescission, except as regards contract modification, which shall be governed by the terms and conditions indicated above, with respect to which the Courts and Tribunals of Madrid capital shall be the competent body, with both parties expressly waiving any entitlement to their own jurisdiction should this be other.

ANNEX I

RESPONSIBLE STATEMENT-HUMAN RESOURCES (ENVELOPE 1)

Mr/Mrs/Ms of legal age, a resident of(town/city) and holder of National ID No.: in his/her own name or on behalf of the company, with registered office at, and holder of Tax ID No.: in order to participate in the tender the purpose of which is

_____, and which has been convened by the International and Ibero-American Foundation for Administration and Public Policies, hereby states that it:

Undertakes to perform the service for which it is submitting a tender, subject to the following requisites and required conditions. The tenderer must complete the following table with the name of each driver and YES OR NOT:

DRIVER N° 1		DRIVER N° 2		DRIVER N° 3	
Name:		Name:		Name:	
	YES/NOT		YES/NOT		YES/NOT
Current driver's license		Current driver's license		Current driver's license	
Fluent English		Fluent English		Fluent English	
Vision or hearing problems		Vision or hearing problems		Vision or hearing problems	
Available 5 working days, 8 hours per day (working time from 9 a.m to 6 p.m).		Available 5 working days, 8 hours per day (working time from 9 a.m to 6 p.m).		Available 5 working days, 8 hours per day (working time from 9 a.m to 6 p.m).	
Possibility of overtime work in case to be needed.		Possibility of overtime work in case to be needed.		Possibility of overtime work in case to be needed.	
At least driving services have been deployed to international organizations.		At least driving services have been deployed to international organizations.		At least driving services have been deployed to international organizations.	

The FIIAPP reserves the right to request to the tenderer or awardee the supporting documentation of the concepts declared in the Annex.

.....(Place and date)

.....(Company name of the entity)

.....(Signature of the proxies)

ANNEX II
RESPONSIBLE STATEMENT-MATERIAL RESOURCES (ENVELOPE 1)

Mr/Mrs/Ms of legal age, a resident of(town/city) and holder of National ID No.: in his/her own name or on behalf of the company, with registered office at, and holder of Tax ID No.: in order to participate in the tender the purpose of which is

_____, and which has been convened by the International and Ibero-American Foundation for Administration and Public Policies, hereby states that it:

Undertakes to perform the service for which it is submitting a tender, subject to the following requisites and required conditions. The tenderer must complete the following table with the model and the year of each car and YES OR NOT:

CAR Nº 1		CAR Nº 2	
Model and year of the car:		Model and year of the car:	
	YES/NOT		YES/NOT
Five doors car, vehicle not older than 10 years and with less than 150.000 km		Five doors car, vehicle not older than 10 years and with less than 150.000 km	
Every car should have 5 passengers' seats, 5 doors and function air conditioning.		Every car should have 5 passengers' seats, 5 doors and function air conditioning.	
Petrol and comprehensive All risk insurance included.		Petrol and comprehensive All risk insurance included.	
CAR Nº 3			
Model and year of the car:			
	YES/NOT		
Five doors car, vehicle not older than 10 years and with less than 150.000 km			
Every car should have 5 passengers' seats, 5 doors and function air conditioning.			
Petrol and comprehensive All risk insurance included.			

The FIIAPP reserves the right to request to the tenderer or awardee the supporting documentation of the concepts declared in the Annex.

.....(Place and date)

.....(Company name of the entity)

.....(Signature of the proxies)

ANNEX III

(ENVELOPE 1)

STATEMENT OF COMPLIANCE AND OF BEING UP TO DATE WITH TAX OBLIGATIONS AND SOCIAL SECURITY CONTRIBUTIONS

Mr/Mrs/Ms _____, of legal age and holder of National ID/Foreign Resident's ID No.: _____, on his/her own behalf or on behalf of the company _____, with registered office at _____, and Tax ID No.: _____ in his/her capacity as _____, to participate in the tender called by the International and Ibero-American Foundation for Administration and Public Policies to hire _____, under his/her personal liability and for the purposes set forth in Article 140(1)(c) of the Public Sector Procurement Act 9/2017 of 8 November hereby

DECLARES

- That the company is validly constituted and that according to its corporate purpose it can submit a bid for tender and that the signatory of the statement holds the necessary powers to submit the bid and the statement of compliance.
- That it has the corresponding qualification, where appropriate, or meets the economic, financial, technical and professional requirements under the terms and conditions of the compliance specification.
- That the company is not subject to any cause of prohibition to enter into contracts with the public sector, pursuant to the provisions under Article 71(1) of the LCSP.
- That the company is up to date with respect to all its tax and social security obligations under current legislation, and undertakes to provide proof of this requirement before any contract is formally executed, in accordance with the General Terms and Conditions of the contracting process, should its bid be successful.

At,....., on..... of.....

(Place, date and signature of the tenderer)

Signed

ANNEX IV

(ENVELOPE 1)

**LETTER OF INTENT TO
SET UP A JOINT VENTURE**

Mr/Mrs/Ms _____, of legal age and holder of National ID/Foreign Resident's ID No.: _____, in his/her own name or in representation of the company _____, with registered office in _____, and holder of Tax No.: _____ in his/her capacity as _____, under his/her personal liability.

Mr/Mrs/Ms _____, of legal age and holder of National ID/Foreign Resident's ID No.: _____, in his/her own name or in representation of the company _____, with registered office in _____, and holder of Tax No.: _____ in his/her capacity as _____, under his/her personal liability.

Hereby undertake to establish a joint venture in accordance with the provisions of the LCSP to participate in procurement tender file _____.

If awarded the tender, they undertake to formalise the said joint venture in a public deed.

The participation of each member in the joint venture is as follows:

_____ XX%.
_____ XX%.

_____ is appointed as the legal representative of the aforementioned joint venture.

Date

Signatures of each member of the joint venture

ANNEX V
(ENVELOPE 1)

STATEMENT OF TENDERER MEMBERSHIP OF A CORPORATE GROUP

Mr/Mrs/Ms _____, of legal age and holder of National ID/Foreign Resident's ID No.: _____, in his/her own name or in representation of the company _____, with registered office in _____, and holder of Tax No.: _____ in his/her capacity as _____, under his/her personal liability.

Mr/Mrs/Ms _____, of legal age and holder of National ID/Foreign Resident's ID No.: _____, in his/her own name or in representation of the company _____, with registered office in _____, and holder of Tax No.: _____ in his/her capacity as _____, under his/her personal liability

DECLARES

That in relation to the **circumstances provided for under Article 42 of the Spanish Code of Commerce** (indicate as appropriate):

- The tenderer does not belong to any corporate group and therefore is not in any of the circumstances mentioned therein.
- NO other company linked to the declarant is bidding for this tender.
- There ARE other companies linked to the declarant bidding for this tender, which are:

Signed by: _____ Tendering Company (business name):
Company representative:
Company Tax ID No.: _____
Date: _____

ANNEX VI

(ENVELOPE 1)

**STATEMENT OF COMMITMENT TO THE
INTEGRATION OF SOLVENCY THROUGH EXTERNAL RESOURCES**

Mr/Mrs/Ms _____, of legal age and holder of National ID/Foreign Resident's ID No.: _____, on his/her own behalf or on behalf of the company _____, with registered office at _____, and Tax ID No.: _____ in his/her capacity as _____, to participate in the tender called by the International and Ibero-American Foundation for Administration and Public Policies to hire _____, under his/her personal liability,

DECLARES

That the company I represent intends to integrate **solvency through external resources** to meet the selection criteria herein.

- Identity of the economic operators, resources or specific capabilities (or classification, where appropriate) of each one resorted to:.....

- If any economic operator is subject to the contract prohibition under Article 71 of the LCSP, indicate below:

Date and signature

ANNEX VII

(ENVELOPE 1)

STATEMENT OF LEGAL PERSON COMPLIANCE

Mr/Mrs/Ms _____, of legal age and holder of National ID/Foreign Resident's ID No.: _____, in his/her capacity as _____ (legal representative, CEO, sole administrator, etc.) of the company _____, holder of Tax ID No.: _____, with address for notifications at No. _____, Postcode _____, _____ (town/city), for the purpose of compliance with the provisions of current regulations on anti-money laundering and the financing of terrorism hereby

CERTIFY

1. That the data set out in the documentation provided to comply with the formal identification obligation established in Article 4 of the Regulations of Law 10/2010 are true and accurate, and all this information is 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

If 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] (...) [year]

ANNEX VIII

(ENVELOPE 1)

STATEMENT OF COMPLIANCE WITH SOCIAL REGULATIONS

Mr/Mrs/Ms _____, of legal age and holder of National ID/Foreign Resident's ID No.: _____, on his/her own behalf or on behalf of the company _____, with registered office at _____, and Tax ID No.: _____ in his/her capacity as _____, to participate in the tender called by the International and Ibero-American Foundation for Administration and Public Policies to hire _____, under his/her personal liability,

DECLARES

A) That the company he/she represents: (Check the appropriate box)

- employs over 250 workers and complies with the provisions of Article 45(2) of Organic Law 3/2007 of 22 March on effective equality for women and men with respect to the development and implementation of an equality plan.
- employs 250 workers or less and pursuant to the applicable collective bargaining agreement complies with the provisions of Article 45(3) of Organic Law 3/2007 of 22 March on effective equality for women and men with respect to the development and implementation of an equality plan.
- under Article 45(5) of Organic Law 3/2007 of 22 March on effective equality for women and men the company is not obliged to elaborate and implement the equality plan.

B) That pursuant to Article 42 of the Consolidated Text of the General Law on the rights of persons with disabilities and their social inclusion approved by Royal Legislative Decree 1/2013, of 29 November, the total number of workers in the company is _____, accordingly:

- The company **is not subject** to the obligation to employ 2% of workers with disabilities as it employs less than 50 people.
- The company **is subject** to the obligation to employ least 2% of workers with disabilities as it employs 50 or more people. The specific number of employees with disabilities in the company is _____.
- The company is subject to the obligation to employ at least 2% of workers with disabilities as it employs 50 or more people, however it **is exempt** from this obligation on complying with the adoption of alternative measures under Royal Decree 364/2005 8 April regulating alternative compliance with the job quota reserved for workers with a disability. In this case, the following attached documentation must be submitted with this statement:

- Copy of the statement of exception and
- tenderer statement with the specific measures applied to that effect.

Date and signature

ANNEX IX

(ENVELOPE 1)

STATEMENT OF SUBMISSION TO THE JURISDICTION OF SPANISH COURTS AND TRIBUNALS BY FOREIGN TENDERERS

Mr/Mrs/Ms _____, of legal age and holder of National ID/Foreign Resident's ID No.: _____, on his/her own behalf or on behalf of the company _____, with registered office at _____, and Tax ID No.: _____ in his/her capacity as _____, to participate in the tender called by the International and Ibero-American Foundation for Administration and Public Policies to hire _____, under his/her personal liability,

DECLARES

- That the tenderer agrees to submit to the jurisdiction of Spanish Courts and Tribunals no matter what their level, for all incidents that may arise directly or indirectly from this tender or which may arise from the contract thereof, waiving its right, where appropriate, to any foreign jurisdiction that may correspond to it.
- That, in addition to the above, the company he/she represents, belonging as it does to a state that is not a member of the European Union or a signatory to the European Economic Area Agreement, shall provide, if it is awarded the tender, the following documentation:
 - Report issued by the Permanent Diplomatic Mission or Consular Office of Spain of the place of domicile of the company, in which it is recorded, subject to accreditation by the company, that it is registered in the local professional, commercial or similar Registry or, failing that, that it acts, trades or operates regularly in the area(s) of activity covered by the subject matter of the contract.
 - Reciprocity report under Article 68 of the LCSP.

Date and signature

**ANNEX X
APPLICATION OF FORMULA-WEIGHTED CRITERIA
(ENVELOPE 2)**

A. FINANCIAL BID

Mr/Mrs/Ms of legal age, a resident of(town/city) and holder of National ID No.: in his/her own name or on behalf of the company, with registered office at, and holder of Tax ID No.: in order to participate in the tender the purpose of which is

_____, and which has been convened by the International and Ibero-American Foundation for Administration and Public Policies, hereby states that it:

Undertakes to perform the service for which it is submitting a tender, subject to the requisites and required conditions, for the price of:

	MAXIMUM PRICE TAXES NOT INCLUDED*	OFFER/PRICE IN EUROS TAXES NOT INCLUDED	MAXIMUN SCORE
Price per working day (Monday to Friday from 08.00-17.00). Maximum 70 € per working day for each rental car.	70 € per day	€	30
Overnight Allowance in every region each driver. Non applicable to Nassarawa, Kaduna o Kogi and Benue.	15€ as allowance for overnight	€	30
Extra working hour ² for each rental car. Non applicable to Nassarawa, Kaduna o Kogi and Benue.	15€ per hour (driving hours)	€	10
Price per working day (Monday to Friday from 08.00-17.00) for each rental car in Nassarawa, Kaduna, Kogi yBenue.	90€ per day in working time.	€	10
Extra working hour for each rental car in Nassarawa, Kaduna o Kogi and Benue.	18€ per hour (driving hours)	€	10
Overnight Allowance for each driver, in Nassarawa, Kaduna o Kogi and Benue.	25€ as allowance for overnight	€	10

*ALL OFFERS OR PRICES SHOULD NOT INCLUDE TAXES

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

Signed:

(*) The tenderer must include the declarations the section refers to in the right column, clearly stating the offer to be evaluated automatically. If a certain aspect is not offered, "NOT OFFERED" it could be included in the corresponding section of the right column.

² Extra hour: overtime before 8:00 and after 17:00. Saturday, Sunday and national Bank holiday included as extra time.