

ANNEX 2 – Proposal Submission Form

GENERAL INFORMATION

Legal name of the Company:

Legal address:

Year of registration:

Company's Authorized Representative: Name: Title:
Email:

No. of full-time employees:

Contact person for clarifications: Name: Title:
Phone number: Email:

Please attach the following documents:

- Certificate of Incorporation/ Business Registration
- Certification as Microsoft partner
- Financial Identification (Certificate of your bank details and bank account).
- Declaration of compliance with GDPR.
- Quality Certifications (e.g., ISO etc.) and/or other similar certificates, accreditations, awards if relevant.
- Declaration of Non-Involvement in Corrupt or Fraudulent Practices
- Declaration of Non Conflict of Interest

TECHNICAL PROPOSAL

1. Expertise and capability of the company (add text after each paragraph)

1.1 Brief description of the company.

1.2 General organizational capabilities.

1.3 Relevance of specialized knowledge and experience on similar projects.

1.4 Reference letters from two current or previous client, with contact details..

2. Proposed work plan and approach (analysis, methodology) (add text after each paragraph)

2.1 Description of the approach on the analysis of JRS requirements

2.2 Proposed methodology, including the following items:

- activity schedule
- list of expected customizations needed
- proposed solutions for integrated external modules (e.g. procurement, travel)
- expected milestones and deliverables

- *timeframe for each phase of the project*
- *risk assessment and mitigation measures.*

2.3 Information security policies and practices including data protection.

2.4 Post-implementation support (for bug fixing and general support related to customizations)

3. Qualifications and competence of key personnel proposed for the assignment

3.1 Organization of team – composition of proposed team and related tasks.

3.2 Qualifications of the proposed team.

FINANCIAL PROPOSAL

1. Breakdown of Price per Activity, including Customizations, Training and Post-Implementation

Activity Nr.	Activity Name	Description Activity	Amount (EUR)
SUBTOTAL Activities			
<i>Other reimbursable expenses, if any</i>	<i>Please provide details</i>		
TOTAL Financial Proposal for the project			
<i>Non profit discount</i>			
GRAND TOTAL			

➤ Please provide a detail of the cost of each expected customizations:

Summary of Costs		
Related Activity Nr.	Item Description	Amount (EUR)
	Customization costs (Indicate expected items to be customized, based on the Functional Document)	
SUBTOTAL Customizations		

2. Breakdown of Price per license (Including Non-profit Discount)

Item	Amount (EUR)
End user Premium license (Per user)	
End user Team Member license (Per user)	
End user Essential license (Per user)	

ADDITIONAL DECLARATIONS

The following declarations should be compiled, signed and submitted as part of the proposal submission. Bidders can use their own templates if preferred.

DECLARATION OF NON-INVOLVEMENT IN CORRUPT OR FRAUDULENT PRACTICES

I, [Name of Authorized Representative], being duly authorized to represent [Company/Organization Name], hereby declare that:

1. Our organization has never been found guilty of, nor are we currently under investigation for:

- Corruption
- Fraudulent practices
- Bribery
- Money laundering
- Any other unethical business conduct

2. We commit to the following ethical standards:

- Maintaining complete transparency in all business transactions
- Adhering to all applicable anti-corruption laws and regulations
- Immediately disclosing any potential improprieties or conflicts
- Cooperating fully with any investigation if requested

3. We affirm that:

- No bribes, kickbacks, or inappropriate inducements have been or will be paid
- All information provided in our proposal is true and accurate
- We understand that any false statements may result in disqualification or contract termination

4. We pledge to notify JRS immediately of any changes that could potentially compromise this declaration.

Signed: _____

Name: _____

Position: _____

Date: _____

Company Stamp/Seal

DECLARATION OF ABSENCE OF CONFLICTS OF INTEREST

I, [Name of Authorized Representative], being duly authorized to represent [Company/Organization Name], hereby declare that:

1. Potential Conflicts Disclosure

To the best of our knowledge, there are no actual or potential conflicts of interest that could:

- a) Compromise the independence of our proposal
- b) Influence the procurement process
- c) Create an unfair advantage in the bidding process

2. Relationship Declarations:

- No current or former employees of [Organization Name] have a financial interest in our organization
- No board members, executives, or key decision-makers of our organization have:
 - a) Family relationships with [Organization Name] staff
 - b) Financial dependencies on [Organization Name]
 - c) Any existing business arrangements that could create a conflict

3. Independence Commitment:

- We confirm that our proposal is prepared independently
- All pricing, terms, and conditions have been determined without:
 - a) Consultation with any other bidder
 - b) Intention to restrict open and fair competition

4. Ongoing Obligation:

- We commit to immediately disclose any potential conflicts of interest that may arise during the procurement process or contract period
- We understand that failure to disclose such conflicts may result in:
 - a) Immediate disqualification
 - b) Contract termination
 - c) Potential legal action

5. Future Transparency:

- We agree to provide updated declarations if our circumstances change
- We will proactively communicate any potential conflicts that emerge

Signed: _____

Name: _____

Position: _____

Date: _____

Company Stamp/Seal