



Nicosia October 2nd, 2024

Dear Sir/Madam,

The Diplomatic Mission of Spain in Nicosia, has taken the decision to procure cleaning services for its premises. Therefore, it is with pleasure that I hereby invite you to submit a bid, under the terms stipulated in the **technical specifications** that you shall find attached, together with the applicable **draft contract**.

Characteristics of the procurement:

Maximum budget of the tender (taxes included)	18,000.00 Euros (€). Any bid exceeding said amount shall be automatically excluded from the tendering procedure.
Duration of the contract	24 months, with 2 extensions, 12 months each.
Civil liability insurance policy	A civil liability insurance policy is not required.
Guarantee	A guarantee is not required.
Award criteria	Price
Solvency requirements for candidates	Not required.

**Submission of bids**



The bids submitted by the interested parties shall adhere to the technical specifications, to this invitation, and to any other documentation governing the tender, and shall only be submitted using the attached template entitled "Financial bid and signed declaration". Submission of bids entails the unconditional acceptance by the business owner of the content of all the clauses and terms of the aforementioned documents, without any exception or reservation. The proposal shall meet the following criteria:

Deadline for the receipt of bids	23-10-2024, 11:30
Place and format for the submission of bids	<ol style="list-style-type: none"><li>1. On paper, at the Registry of Embassy of Spain, 5, Nikolaou Katalanou, St, 1100 Ayios Andreas. Nicosia. Cyprus from 9:00 a.m. to 1:00 p.m.</li><li>2. By email, addressed to: (emb.nicosia@maec.es)</li></ol>
Language of the bid	<i>English</i>
Documentation to be submitted	Bid and signed declaration using the template attached to this invitation

Yours sincerely,

At Nicosia, on October 2<sup>nd</sup>, 2024

THE AMBASSADOR

Gabriel Ferrán Carrión



**BID AND SIGNED DECLARATION**  
**Dossier no. 2024/82**

**Candidate information**

Company	
Tax ID no./Equivalent	
Domicile	
Representative	
National ID Card/Equivalent	
Email for notification purposes	

**Award criteria: Price (100 points)**

The initial financial bid submitted for all the services described in the technical specifications, and pursuant to the draft contract is:

BID FOR THE ENTIRE CONTRACT, WITHOUT ANY EXTENSIONS (Excluding taxes)	
TAXES	

**TOTAL 24 MONTHS, INCLUDING TAXES:**

At \_\_\_\_\_, on \_\_\_\_\_ 202\_\_

Signature:



**Signed declaration**  
**Dossier no. 2024/82.**

The signatory hereby declares:

1. Unconditional acceptance of the content of all of the clauses and terms defined in the letter of invitation, in the technical specifications, and in the draft contract.
2. That the company has the **technical and human resources** to perform the contract and undertakes to allocate said resources thereto.
3. That the company has been **validly incorporated** and that in accordance with its corporate purpose it may participate in the tendering process, and that the signatory of this declaration holds the necessary powers of representation to submit the bid and the documentation.
4. That the company has the relevant classification, where applicable, or meets the requirements regarding **economic, financial and technical or professional solvency**, in the terms set forth in the letter of invitation.
5. That the company has not been banned from entering into public sector contracts.
6. That, if the resources of other companies are to be used, a signed declaration from each of these companies is submitted together with this declaration.
7. LITIGIOUS ISSUES: Any litigious issues arising from the performance of the contract shall be resolved by mutual agreement between the parties and, failing that, shall be subject to the jurisdiction of the Spanish courts, if the Contractor so accepts.

Do you accept to submit to the jurisdiction of the Spanish courts to resolve any type of discrepancy that may arise during the performance of the contract?

YES, I agree to submit to the jurisdiction of the Spanish courts

NO, I do not agree to submit to the jurisdiction of the Spanish courts

*The Mission shall require the candidate proposed as having submitted the best bid to submit, within ten working days, the documentation substantiating compliance with the aforesaid criteria. If this requirement is not met, the tenderer shall be deemed to have withdrawn its bid, without prejudice to any penalties that might apply. In this case, the same documentation shall be required from the next-ranking tenderer, according to the order of classification of the bids.*

At \_\_\_\_\_, on \_\_\_\_\_ 202\_

Signature: