



# PARTICULAR ADMINISTRATIVE CLAUSES

## Service contract

**File No.: SER-23/001**

**OBJECT: GENERAL GARDEN MAINTENANCE SERVICE FOR THE SPANISH EMBASSY IN RIAD (SAUDI ARABIA).**

**PLACE OF PERFORMANCE: SPANISH EMBASSY IN RIAD.**

**AWARD PROCEDURE: NEGOTIATED WITH ADVERTISING** (FIRST ADDITIONAL PROVISION LAW 9/2017, OF NOVEMBER 8TH, ON PUBLIC SECTOR CONTRACTS, TRANSPOSING INTO SPANISH LAW THE DIRECTIVES OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL 2014/23/UE AND 2014/24/UE, OF FEBRUARY 26TH 2014).

Approved,

The Minister

The Director General of the Foreign Service

P.D. (Order AUC/462/2021, of April 28th)

María Hilda Jiménez Núñez



## Summary

- **Place of performance:** P.O. Box 94347, Riyadh -11693.

- **The time period for completion:** 2 years.

- **Possibility of extension:** Renewable for additional years up to a limit of 3 additional years (total with wings including five years).

- **Common Procurement Vocabulary (CPV):**

77311000-3 "Garden and park maintenance service."

- **Contracting Authority:** The Minister and, by delegation, the Director General of the Foreign Service (Order AUC/462/2021, of April 28, setting limits for administering certain expenses and delegating powers).

- **Contracting Party Profile:** <http://contrataciondelestado.es>

- **Processing of the contracting file:** Ordinary.

- **Award procedure:** Negotiated with advertising (D.A. 1ª of Law 9/2017, of November 8, on Public Sector Contracts, transposing into Spanish law the Directives of the European Parliament and the Council 2014/23/EU AND 2014/24/E.U., of February 26, 2014).

- **Estimated contract value (5 years excluding V.A.T.):** 750,000 SAR (202,702.70 USD; 202,702.70 €, according to the exchange rate: 1 USD = 3.70 SAR and 1 € = 1 USD).

- Applicable V.A.T. rate: 15%.

- **Base bidding budget (2 years with V.A.T.):** 345,000 SAR (93,243.24 USD; 93,243.24 €).

- **Budget application:** 12.01.13.142A.218

- **Evaluation criteria:** Qualitative and economic evaluation criteria.

- **Definitive guarantee:** 5% of the award amount (excluding V.A.T. or similar applicable tax).

- **Guarantee period:** Up to 2 months after the final contract completion date (including extensions).



### **Clause 1.- PURPOSE OF THE CONTRACT.**

The purpose of this contract is to provide maintenance services for the gardens of the Spanish Embassy in Riyadh (Saudi Arabia).

The details and characteristics of the service and how it is to be provided are set out in the Particular Technical Specifications (PPTP).

The procedure is presented without a breakdown by lots because the independent performance of the various services included in the contract subject would hinder its correct execution from a technical point of view. Likewise, there is a need for coordination in the execution of the various services included in the contract, which, in the case of its division into lots, would make its execution impossible or, at the very least, would collide with the principles of efficient, transparent and integral performance.

### **Clause 2.- TIME FOR EXECUTION.**

The term of execution of the contract shall be two years, **from July 1, 2023, to June 30, 2025**, and may be extended, expressly and in writing before the end of the contract, for an additional year, the maximum number of extensions being three years, totaling a full term of 5 years, including attachments (formula: 2 + 1 + 1 + 1 + 1).

### **Clause 3.- PLACE OF PERFORMANCE.**

The service covered by the contract shall be provided at the premises of the Spanish Embassy in Riyadh: P.O. Box 94347, Riyadh -11693.

### **NATURE OF THE CONTRACT AND APPLICABLE LEGAL REGIME.**

The contract referred to in these specifications is a Public Sector contract of an administrative and service nature, which shall be governed as regards its preparation, award, effects, and termination by this PCAP, by the PPTP, as well as by the document in which the contract is formalized. For all matters not expressly regulated in the contract and the specifications, the provisions of the First Additional Provision of Law 9/2017, of November 8, on Public Sector Contracts, which transposes to the Spanish legal system the Directives of the European Parliament and the Council 2014/23/E.U. and 2014/24/E.U., of February 26, 2014 (from now on LCSP) shall apply. All this without prejudice to the fact that to resolve any doubts and gaps arising in its application, the principles of the LCSP will be taken into account.

The following documents shall be contractual:

- The PCAP.
- The PPTP.
- The letter of invitation to participate in the procedure.
- The offer of the successful bidder.
- The formalization document.

### **Clause 5.- ECONOMIC-BUDGETARY REGIME OF THE CONTRACT.**

**Base bidding budget:** The amount of the base bidding budget (for the initial execution period of 2 years, V.A.T. included), which determines the exclusion of any bid for a higher amount, amounts to SAR 345,000 (93,243.24 USD; 93,243.24 €, according to the exchange rate: 1 USD = 3.70 SAR and 1 € = 1 USD).

**V.A.T. or similar applicable tax:** 15%.

**The contract's estimated value:** The assessed value (including possible extensions and excluding V.A.T.) is 750,000 SAR (202,702.70 USD; 202,702.70 €, according to the exchange rate: 1 USD = 3.70 SAR and 1 € = 1 USD).



**Budget application:** 12.01.13.142A.218, with the following distribution by expected annual payments:

2023: 71,875.00 SAR  
2024: \$172,500.00 SAR  
2025: 100,625.00 SAR

PBL: 345,000.00 SAR.

These annual payments may be subject to readjustment depending on the definitive start date of execution of the contract.

**The cost structure of the base bidding budget (Article 100.2 LCSP):**

(DC) Direct Cost of the service (1)	40%	100.840,34
(LC) Labour Cost of the service (2)	60%	151.260,50
(MEB) Material Execution Budget	(DC+LB)	252.100,84
(GE) General expenses (3)	13% s/MEB	32.773,11
(IP) Industrial Profit	6% s/MEB	15.126,05
(TSGE) Total structure general expenses	(GE + IP)	47.899,16
Taxable amount	(TSGE+IP)	300.000
V.A.T.	(15%) over Taxable amount	45.000
(BBP) Base Bidding Project	(TSGE + V.A.T)	345.000

(1) Direct costs (tools, supplies, vehicles, machinery).

(2) Wage costs (salaries and social security).

(3) Overhead costs (depreciation, taxes, tenders, administrative structure cost).

All Natural and legal persons, individually or in groups or joint ventures, Who have a total capacity to act, who have an organization with sufficient personnel and material elements to technically and legally carry out the contract, respecting and complying with the regulations in force and accepting the scope of all the contractual documents, may submit bids for the award of the contract at the invitation of the Administration. Admission to the bidding process will require that the bidders have the economic and financial capacity and the technical or professional ability necessary for the execution of the contract. The Administration reserves the right to examine this capacity.

The bidders must also have the business or professional qualification that, as the case may be, is required for the performance of the activity or service that constitutes the object of the contract.

**Clause 7.- FORM OF ACCREDITING THE REQUIREMENTS OF THE BIDDERS: CAPACITY AND SOLVENCY.**

**A) The capacity to act shall be accredited as follows:**

**1) Foreign companies of non-Spanish nationality or of countries that are members of the EU or signatories of the Agreement on the European Economic Area** must accredit before the corresponding Diplomatic Mission or Consular Office of Spain at the place of execution of the contract that they are registered in the local professional, commercial or similar registry or,



failing this, that they act habitually in the local traffic of the activities to which the object of the contract extends. Once these circumstances have been accredited, the corresponding report shall be issued by the Representation, which shall be included in the contracting file.

**2) Companies of Spanish nationality or a member country of the EU or signatories of the Agreement on the European Economic Area** shall accredit their capacity to act employing the following documents:

- **Companies of Spanish nationality shall accredit their capacity to act by submitting a certified copy of the deed or document of incorporation**, bylaws, or founding act containing the rules governing their activity duly registered in the corresponding public registry.

- Non-Spanish companies that are nationals of EU Member States or signatories of the Agreement on the European Economic Area will accredit their capacity to operate through the corresponding certificate of registration in the appropriate Register following the legislation of the State in which they are established, or through the presentation of a sworn statement or a certificate, under the terms set by regulation, under the applicable Community provisions. Likewise, they shall submit a responsible statement that the company is not included in any of the causes of inability to contract with the Administration, as established in Article 71 of the LCSP (according to the model in Annex 2), and that the company is up to date in the fulfillment of its tax and Social Security obligations, if applicable.

**3) Documentation accrediting Representation:**

- Copy of the identity document of the signatory of the proposal.
- Power of attorney of the signatory of the proposal or equivalent document duly registered in the corresponding registry.

**B) Proof of economic and financial solvency**, as well as technical or professional solvency, shall be provided by submitting the following documentation:

**1. Economic and financial solvency:**

A civil liability insurance policy shall be provided for a minimum amount equal to or greater than the base bidding budget (345,000 SAR) in force at the end of the bid submission period, which shall be evidenced through a certificate issued by the insurer stating the amounts and risks insured and the expiration date of the insurance.

**2. Technical or professional solvency:**

A list of works or services performed of the same or similar nature executed in the last three years shall be provided, with the accumulated annual amount in the year of most extraordinary execution being equal to or greater than 70% of the yearly average amount of the contract (120,750 SAR) and indicating the amount, date and recipient, public or private of the same. It must be accompanied by certificates of good execution issued by at least three clients.

In addition to proving their solvency, the bidders must undertake to dedicate or assign to the execution of the contract the personal or material resources necessary for it. This commitment will be integrated into the contract. It may be attributed to the character of essential obligations for the purposes provided in Article 221 of the LCSP or establish penalties, following those indicated in Article 192.2 of the LCSP, in the event of non-compliance by the bidder.

To do so, they must complete and submit "Annex VI Commitment of Assignment of Personal and Material Resources." The minimum obligatory personal resources are:



- A General Supervisor of the contract with a minimum experience of three years in this work shall be accredited with the presentation of a curriculum vitae.
- A First Officer (gardener) with a minimum experience of two years in this work. To be accredited with the presentation of the curriculum vitae.

**C) Other documentation:**

**1) Companies not having Spanish nationality and opting for submission to the Spanish Courts shall submit the declaration of submission to the Spanish Courts (Annex 3).**

**2) Confidentiality commitment:** All the documentation and information provided to the bidder is confidential, and the bidder has the duty of confidentiality regarding the documentation and information received for the bidding of this contract. The bidder must expressly state its commitment to respect this duty by completing and submitting Annex 4 of this PCAP.

**3) Temporary Joint Venture (UTE):** In the case of bidding in a Temporary Joint Venture, the corresponding commitment of incorporation must be provided, duly signed by the representatives of each of the companies that intend to form a Joint Venture (Annex 5).

The bidders shall initially replace the provision of the documentation accrediting their capacity and solvency mentioned in this clause in sections A) and B) above with a responsible statement (according to the model in Annex 2, attached to this bidding document), indicating that it meets the conditions established by law for contracting with the Administration. In those cases where several companies participate in a joint venture, each participating company shall provide a responsible statement.

The Contracting Body may, at any time, request from the bidders all or part of the documents supporting the capacity and solvency substituted by the presentation of the aforementioned responsible statement.

In any case, the bidder proposed as the successful bidder must accredit, before the award of the contract, the possession, and validity of the documentation accrediting its capacity and solvency.

The circumstances relating to the capacity and solvency, as well as the absence of prohibitions to the contract, must be present on the date of presentation of offers and subsist at the time of the perfection of the contract.

If it is not accredited that the bidder meets the capacity and solvency requirements, its proposal shall be included in the bidding process.

All the documents required in this clause must be accompanied by a translation into Spanish, if applicable, and must be originals, authentic copies, or certified photocopies.

**Clause 8.- DEADLINE, PLACE, AND FORM OF SUBMISSION OF PROPOSALS.**

The Embassy of Spain in Riyadh shall invite bids from at least three companies with sufficient capacity and solvency to perform the object of the contract.



The bidders' proposals must comply with the specifications and documentation governing the bidding, and their submission implies the unconditional acceptance by the contractor of the contents of all the clauses of this PCAP.

No variants, improvements, or alternatives to the contract object are authorized. Each bidder may submit up to one proposal.

The Contracting Authority may not disclose the information provided by the bidders that they have designated as confidential when submitting their bid.

**Deadline for submission of bids:** The deadline for submission of proposals shall be 15 calendar days from the day following the day of sending the invitation to the procedure and the publication on the web page, which shall be made on the same day.

**Place of submission of bids:** The bids shall be submitted by hand or mail to the Registry of the Embassy of Spain in Riyadh.

Address: P.O. Box 94347, Riyadh -11693.

Hours: Sunday to Thursday, 09:00 to 13:00 hours.

If the submission is made by post, the Representation should be informed by e-mail of its proposal within the deadline established for submitting bids. Address: [emb.riad@maec.es](mailto:emb.riad@maec.es)

The Registry will issue, once the deadline for submission has expired, a certificate on the proposals received and those received late.

**Form of presentation of bids:** The bid shall consist of three separate and independent envelopes, duly sealed and signed by the bidder or person legally representing him, with the following requirements:

- On the outside of each envelope, the tables whose models are included in Annex 1 to this Bidding Document shall be consigned clearly and without opening them to read them.

- Contents of the envelopes:

- **Envelope No. 1: "Administrative Documentation."** It shall contain the accrediting documentation compliance with the requirements before the bidding (capacity and solvency), as well as that relating to the Proposition of criteria subject to a value judgment and shall exclusively include:

1.- **Annex 2** of the PCAP (Responsible Declaration).

**Annex 3** of the PCAP (in the case of companies of non-Spanish nationality that opt for submission to the Spanish Courts).

3.- **Annex 4** of the PCAP (Confidentiality Commitment).

4.- **Annex 5** of the PCAP (if the bid is submitted as a Temporary Business Association -UTE-).

5.- **Annex 6** of the PCAP (Model of commitment to assign personnel resources).



If it is necessary to correct the documentation presented in Envelope 1, the bidders will be given up to three working days to make the appropriate corrections.

- **Envelope No. 2: "Proposal of criteria subject to value judgment."** It shall contain the proposal of the aspects that may be assessed employing a value judgment. For this purpose, it shall include **Annex 7** of the PCAP and the documentation provided in said Annex.

Once the contents of Envelope No. 2 have been evaluated, as indicated in Clause 9.1 of these Specifications, Envelope No. 3 shall be opened.

- **Envelope No. 3: "Proposal for automatic evaluation criteria"**. It shall contain the economic proposal, following **Annex 8** of these bidding documents, which shall:  
Expressed in Saudi Arabian Rials (SAR).

Contain a total budget (which may not be higher than the base bidding budget established in these bidding documents).

Be signed by the employer and include the company/employer's seal, if available.



**ANNEX 1**

TABLES ARE TO BE PLACED ON THE OUTSIDE OF THE ENVELOPES

**ENVELOPE Number 1**

**Administrative documentation**

**(Documentation proving compliance with prerequisites)**

File number: SER-23/001

SUBJECT OF THE CONTRACT: .....

.....

**NAME OF EMPLOYER OR TRADE NAME OF COMPANY:** .....

.....

TAXPAYER IDENTIFICATION NUMBER OR SIMILAR: .....

Address: .....

Phone number: .....



**ENVELOPE NUMBER 2**

**PROPOSAL OF CRITERIA SUBJECT TO VALUE JUDGMENT**

File number: SER-23/001.

SUBJECT OF THE CONTRACT: .....

.....

**NAME OF EMPLOYER OR TRADE NAME OF COMPANY:** .....

.....

TAXPAYER IDENTIFICATION NUMBER OR SIMILAR: .....

ADDRESS: .....

PHONE NUMBER: .....

EMAIL: .....

**REPRESENTATIVE'S NAME:** .....

TAXPAYER IDENTIFICATION NUMBER OR SIMILAR: .....

ADDRESS: .....

PHONE NUMBER: .....

EMAIL: .....

CITY OF ACTUATION: .....

PLACE, DATE, SIGNATURE: .....

SEAL:

*(if he has one)*



**ENVELOPE NUMBER 3**

**DOCUMENTATION OF CRITERIA THAT CAN BE ASSESSED BY MATHEMATICAL FORMULA**

File number: SER-23/001

**SUBJECT OF THE CONTRACT:** .....

.....

**NAME OF EMPLOYER OR TRADE NAME OF COMPANY:** .....

.....

TAXPAYER IDENTIFICATION NUMBER OR SIMILAR: .....

ADDRESS: .....

PHONE: .....

EMAIL: .....

**REPRESENTATIVE'S NAME:** .....

TAXPAYER IDENTIFICATION NUMBER OR SIMILAR: .....

ADDRESS: .....

PHONE: .....

EMAIL: .....

CITY OF ACTUATION: .....

PLACE, DATE, SIGNATURE: .....

SEAL:

*(if he has one)*



**File number: SER-23/00**

## **ANNEX 2**

### **RESPONSIBLE DECLARATION**

Mr./Mrs. ...., with Id number ....., acting in the name and on behalf of the company ....., with V.A.T. number ..... of nationality ..... and with social address at ....., telephone number ....., e-mail ....., which he/she indicates for notifications, aware of the conditions and requirements to participate in the negotiated procedure without publicity for the contracting of ....., with file number ....., following the provisions of clause 7 of the Specific Administrative Clause Tender Specifications that govern this contracting, **as of the end date of the term for submission of proposals**

DECLARES that,

- 1- The company ..... possesses the legal personality and capacity to act to participate in this bidding,
- 2- Mr. / Mrs. .... has sufficient representation to act on behalf of the company bidding for this tender,
- 3- The company ..... has the economic/financial and technical/professional solvency required to participate in this bidding process,
- 4- The company ....., is not subject to any of the prohibitions for contracting outlined in Article 71 of Law 9/2017 (LCSP) and is up to date with its tax and Social Security obligations (paragraph to be completed only in the case of Spanish companies or companies from EU countries).

The company ..... undertakes, in the event of being awarded the contract, to accredit before the contracting body, before the award of the agreement, the possession, and validity of the required documents.

Likewise, it undertakes to provide the accrediting documentation compliance with the conditions established to be awarded the contract, at any time before the adoption of the award proposal, at any request of the contracting body, to ensure the proper outcome of the procedure.

And for the record and the appropriate effects in the contracting mentioned above file, this declaration is issued at .....

(Place, date, signature, and stamp, if applicable, of the company/entrepreneur)

ENVELOPE number 1



**File number: SER-23/00**

### **ANNEX 3**

## **MODEL FORM FOR SUBMISSION TO THE SPANISH COURTS OF NON-SPANISH COMPANIES**

I, Mr./Ms./....., with D.N.I. (or an equivalent document) nº....., on behalf of the company....., of nationality.....  
Declare my willingness to submit to the Spanish Courts to resolve any discrepancy that may arise during the execution of the ..... contract.

(Place, date, signature, and stamp, if applicable, of the company/entrepreneur)

**ENVELOPE Nº1**



**File number: SER-23/00**

## **ANNEX 4**

### **MODEL CONFIDENTIALITY AGREEMENT**

Mr./Mrs. ...., with Id number (or an equivalent document) ....., acting as  
....., in the name and on behalf of the company ....., with V.A.T number  
..... deity..... and registered address at .....

DECLARES THAT,

Concerning the contract of .....

The Embassy of Spain in Riyadh complies with the obligation to respect the confidential nature of all documentation and information received in connection with the TENDER of the contract mentioned above.

(Place, date, signature, and stamp, if applicable, of the company/entrepreneur)

**ENVELOPE Nº1**



File No: SER-23/001

ANNEX 5

MODEL DECLARATION OF JOINT VENTURE DECLARATION

Mr. .... with Id number ..... and address at ....., .... nº ....., acting in his name and right, or on behalf of the company ..... with V.A.T..... which he represents in the capacity of ..... and
Mr. .... with I.D..... and domiciled at ....., ...., acting in his name and right, or on behalf of the company ..... with Tax ID ..... which he represents as ..... and (all the entrepreneurs that participate in a group will be included).

Declare responsibly

In the event of being awarded the contract, they are jointly and severally bound, on behalf of the companies they represent, to execute the agreement as a Temporary Joint Venture following the provisions of Article 69 of the LCSP, with a participation of each of them of:
.....

It is designated as a sole representative or attorney of the union with sufficient powers to exercise the rights and fulfill the obligations arising from the contract until its termination to Mr. .... with D.N.I..... and address at ....., street .... nº ....

Likewise, they assume the commitment to formally constitute a temporary union in case they are awarded the contract.

And for the record and for the appropriate effects, this declaration is issued and signed at ....., at ..... of ..... of 2023.

(Signature and stamp, if applicable, of all the members of the temporary joint venture)

ENVELOPE Nº 1



**File No: SER-23/001**

**ANNEX 6  
MODEL OF COMMITMENT OF PERSONAL RESOURCES**

Mr./Mrs. ...., with Id number (or an equivalent document) ....., acting as  
....., in the name and on behalf of the company ....., with V.A.T.  
..... of..... and registered address at .....

DECLARES THAT,

The bidding entity undertakes to provide the personnel resources required for the execution of the contract.

The persons proposed to perform the positions indicated in clause 7.B) 2 of this PCAP are the following:

- A General Supervisor of the contract with a minimum experience of three years in this work. To be accredited with the presentation of the curriculum vitae.

Name:

Surname:

Identity document no:

Position or position in the company:

- A First Officer (Gardener) with a minimum experience of two years in this work. To be accredited with the presentation of the curriculum vitae.

First name:

Surname:

Identity card no:

Position or position in the company:

The means indicated will form part of the proposal submitted by this company and will be contractual. Therefore, if awarded the contract, this company undertakes to maintain them during the execution of the service that constitutes the object of this contract and to communicate to the contracting body any variation that may occur concerning them.

Date:

Signature of the bidder:

**ENVELOPE Nº 1**



File No: SER-23/001 ANNEX 7

MODEL PROPOSAL FORM FOR CRITERIA SUBJECT TO VALUE JUDGEMENT

Mr./Mrs. ...., with identity document ....., acting as ....., in the name and on behalf of the company ....., with Id number ....., of nationality ..... and registered address at .....

DECLARES THAT, being aware of the conditions and requirements for the award of the contract ..... with file number ....., he undertakes to undertake the execution of the same, strictly subject to said needs and requirements, unconditionally accepting the clauses of the Specific Administrative Clauses and declaring responsibly that he meets every one of the conditions required for contracting with the Administration.

For these purposes, it undertakes to execute the contract following the Tender Documents governing the contracting and, taking into account the provisions of clause 9.1 of this PCAP, attaches the following Technical Report relating to the qualitative award criteria subject to value judgment.

Sections:

(a) Technical characteristics and organization of the work, with the following breakdown:

- Technical description of the service for the execution of the work foreseen in the Technical Specifications.
-Planning of the work: optimizing resources and coordinating tasks involved in the proposed annual work schedule.

b) Personnel and technical resources, with the following breakdown:

- Human resources: size, qualifications, and an organizational chart of the staff proposed for the provision of the service as well as the person designated to perform the function of General Supervisor of the contract.
-Material resources: description of the technical resources offered, taking into account their suitability for the needs of the service and the physical characteristics of the different work areas included in the contract.

c) Description of the garden's current state and technical improvements proposal. The bidder, who must previously visit the Representation, shall describe all the landscaped areas and propose technological improvements to be implemented.

The technical report shall be at most 20 pages (including indexes, plans, graphs, vehicle, machine specifications, Etc.).

(Place, date, signature, and stamp, if applicable, of the company/entrepreneur).

ENVELOPE NO. 2



**File No: SER-23/001**

**ANNEX 8**

**PROPOSAL FORM FOR AUTOMATIC EVALUATION CRITERIA**

Mr./Mrs, ....., with identity document ....., acting as ....., in the name and on behalf of the company ....., with V.A.T..... and registered address at ....., e-mail ..... which he indicates for notifications, DECLARES THAT being aware of the conditions and requirements demanded the award of the contract of

..... with file number ....., he undertakes to take charge of the execution of the same, strictly subject to said conditions and requirements, unconditionally accepting the clauses of the Specific Administrative Clauses Tender Specifications, as well as the Project.

To this effect, it undertakes to execute the contract on the basis of the following economic proposal expressed in Saudi Arabian Rials (S.A.R.):

MAXIMUM BID AMOUNT (VAT INCLUDED)	AMOUNT BID (VAT EXCLUDED)	AMOUNT V.A.T,	TOTAL AMOUNT OF THE OFFER (VAT INCLUDED)
345.000 SAR			

In the price of the contract, all expenses are considered and accepted as included, such as general expenses, benefits, insurance, transport, and travel expenses of the personnel at my expense, and all taxes, duties, and fees derived from the execution of the contract, even if they are not expressly included in the particular administrative clauses.

(Place, date, signature, and stamp, if applicable, of the company/employer).

**ENVELOPE Nº 3**