**Memorandum of understanding between SME and service provider in scope of HIA project**

In accordance with the Invitation to tender and HIA open call for SMEs documents

1. **General information**

Tender number: …

SME: …

Service Provider: …

1. **Offer price**

Prices must be listed in euros (EUR), rounded to two decimal places.

The price without VAT must include all costs (transport, forwarding, customs and any other costs), discounts and rebates. The rate and amount of value added tax must also be shown.

Note that VAT is not an eligible cost.

Here the bidder must state the final total bid price (final value), which must include all costs and value added tax. Prices and the final offer value are fixed until the end of the fulfillment of contractual obligations. Subsequent deviations from the offer value are not possible.

The service provider submits a bid for equipment/service with the following minimum requirements:

|  |
| --- |
| ***Equipment/Service requirements*** |
|  |

|  |  |  |
| --- | --- | --- |
| **Total offer price without VAT** | **VAT in %** | **Total offer price with VAT** |
|  |  |  |

At the same time, we declare that:

* when calculating the offer price, we took into account all costs related to the execution of the invitation, such as labor costs, material costs, travel and subsistence costs, other costs that affect the price calculation,
* when calculating the price, we took into account all the conditions and requirements of the client from the invitation,
* we are aware that the price is fixed,
* we are aware that the client will not recognize any increase in the bid price, unless the client would order additional services that are not listed in the invitation and are not the subject of our offer,
* the provision of equipment/service is guaranteed no later than **\_\_\_\_\_\_\_\_\_**, which is the provision deadline.

Mandatory annexes:

* Technical specification in English for the offered goods/service, from which it is evident that the offered goods/service meet at least all the client's technical requirements, and the manufacturer and type of the offered goods, taking into account the client's request that a transcript of the client's technical requirements is not sufficient proof,
1. **Tender validity deadline**

The tender is valid until 31st of May 2021.

The tender must be valid at least until the specified deadline. Too short a tender validity means a reason to reject the tender.

1. **Payment details**

Payment is made by the contracting SME based on agreement between both parties. SME will be reimbursed by TECOS for inflicted costs stated in this document after SME issues a claim in accordance with the provisions in the contract between TECOS and the SME.

We agree that TECOS is not obligated to accept any of the tenders received, and that in the event of the TECOS's withdrawal from the award of the contract, no costs related to the preparation of tenders will be reimbursed to the service provider or the applying SME.

1. **Information on the economic operator**

|  |  |
| --- | --- |
| **Contact person** |  |
| **Contact person e-mail** |  |
| **Phone** |  |
| **VAT ID** |  |
| **Competent financial office** |  |
| **Registration number** |  |
| **Transaction accounts numbers** |  |
| **Authorized person to sign the tender and contract** |  |
| **Classification of the company according to the Companies Act** (micro, small, medium or large) |  |
| **Members of the administrative and management body**(e.g. legal representatives, members of the management board, etc.)\* |  |
| **Members of the supervisory body**(if the economic operator has it)\* |  |
| **Representatives, decision-makers or supervisors**(e.g. procurators)\* |  |
| **Authorized person for service**Name and surname, street and house number, town in the Republic of Slovenia(to be filled in by a bidder who is not established in the Republic of Slovenia) |  |

\* Authorizations for the verification of data in criminal records must be submitted for the said persons

Place and date

Name and surname Name and surname

(stamp and signature) (stamp and signature)