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**Model requirements for tenders  
under Council of Ministers  
Decree No. 118/20.05.2014**

**REQUIREMENTS FOR TENDERS**

**Regarding the public procurement procedure, with the subject of: “Delivery of a Uniform System for Monitoring and Provision of Teleassistance/Telecare Service” within the “Innovative Community Care Models in Favour of People with Chronic Diseases and Permanent Disabilities” Project No. BGLD-1.001-0001, implemented with the support of the Financial Mechanism of the European Economic Area 2014-2021 under the “Local Development, Poverty Reduction and Improved Inclusion of Vulnerable Groups” Programme.**

When preparing their tender, each applicant shall strictly comply with the terms and conditions stated by the beneficiary.

Each applicant in the procedure may submit only one tender.

The tender shall be drawn up in accordance with the model, part of the documentation, and contain a technical and financial offer. The tender shall be accompanied by all the documents required by the beneficiary as indicated in the notice.

The documents required for the tender shall be provided in an original format or as notarized copy, respectively copies certified by the applicant, with the words: “True to the original”, with a signature and seal according to the beneficiary's requirements for each specific document.

Documents presented in a foreign language, shall be accompanied by a translation into Bulgarian.

Please note that the tender’s validity shall be the time during which applicants are bound by the conditions under the tenders submitted by them.

A person who has consented to be and is mentioned as a sub-contractor in the tender of another applicant may not submit a separate tender.

The tender shall be presented in a sealed non-transparent envelope by the applicant in person or through an authorized representative, or by post or other courier service with registered delivery against acknowledgment of receipt at:

76, James Burchier Blvd., 1407 Sofia  
Bulgarian Red Cross Association  
Records Office

The envelope shall mention:

1. The applicant’s name and address;
2. The mailing address, telephone and, if possible, fax and e-mail of the applicant;
3. The name of the subject of the procedure: Public call for selection of an Assignee for “Supply of a Unified System for Monitoring and Providing of the Teleassistance/Telecare Service” under “Innovative Community Care Models in Favour of People with Chronic Diseases and Permanent Disabilities” Project No. BGLD-1.001-0001, implemented with the support of the Financial Mechanism of the European Economic Area 2014-2021 under the “Local Development, Poverty Reduction and Improved Inclusion of Vulnerable Groups” Programme.
4. The following instruction: “Not to be opened before evaluation and ranking on part of the selection board”.

When the tender is received, the serial number, the date and time of receipt and the particulars mentioned shall be recorded on the envelope and entered in an incoming register, the bearer being issued a document therefor.

Tenders submitted after expiry of the deadline for receipt, or received in an unsealed or damaged envelope shall not be accepted or considered by the beneficiary. The date and time of the receipt of tenders shall be taken as reception date and time and not the date of the postmark, in case tenders are submitted by post or other courier service.

Tenders filled in by hand shall not be considered.

An applicant's tender shall not be eligible for evaluation and ranking, if it does not meet the conditions of this Public Call with the documentation for participation that goes with it.