

TENDER
FOR PROCUREMENT OF APPLICANT TRACKING SYSTEM RENTAL SERVICES

1. INFORMATION ON THE SUPPLIER

Name of the Supplier / Names of members of the group of Suppliers	SmartRecruiters Europe Ltd. St Stephens House, Arthur Road Windsor, Berkshire SL4 1RU
The representative or lead member of the group of Suppliers <i>(to be completed, if the Tender is submitted by a group of Suppliers)</i>	David Inskip d.inskip@smartrecruiters.com +44 07984970529

2. AGREEMENT TO THE PROCUREMENT CONDITIONS

We note that by submitting this tender, we agree with the subsequent Procurement Procedures and the terms of the future Contract (both general and special parts) as defined in the Procurement Terms (as defined in the General Conditions of Purchase).

We hereby confirm that we have carefully read all the terms of the Procurement, including the Technical Specifications, our Tender fully complies with them and we undertake to comply with them in compliance with the Contract. We also undertake to comply with other requirements applicable to the Object of Purchase and the Law applicable to the Contract in the Republic of Lithuania. When preparing the offer, we took into account the requirements for work safety and working conditions.

If we are invited to conclude the Contract and refuse to conclude it, we commit, upon request of the Authorized Organization, to pay 10% of the Final Tender price in EUR, without VAT, and to cover direct loss incurred by the Authorized Organization to the extent not covered by the above fine. Direct loss will be considered as the difference between the price of the Contract refusing to sign the price of the Final Tender price in EUR without VAT and the price of the next Bid after the refusal of the Final Tender price in EUR without VAT.

3. INFORMATION ON SUBCONTRACTORS PLANNED TO BE HIRED OR RELIANCE ON THE CAPACITY OF OTHER ENTITIES

3.1. The following Subcontractors shall be hired for the implementation of the Contract:

No.	Name or Subcontractor ¹	Description of the part of the contract that will be carried out by the Subcontractor ²

Upon Buyer request, Declarations of Subcontractors (enterprises) that were filled in according to form provided in the Annex No. 6 with the Application form, will be provided in digital copies to prove the confirmation of being the Sub-contractors (used Enterprises) of Supplier for the Procurement.

3.2. The following entities will be relied upon for the implementation of the Contract:

No.	Name of the entities will be relied upon	The type of requirements that will be met by entities will be relied upon ³	The name of the evidence to be provided
	SmartRecruiters Europe Ltd.	For example, the requirement should be specific authorization, membership of certain organizations, financial and economic capacity requirements, and technical or professional capacity requirements.	SmartRecruiters can provide our certificate of incorporation if necessary.

Upon Buyer request, the evidence that, in the performance of the Agreement, the capacity of the enterprises listed in the table to be available will be assured.

¹ Specific name of the Subcontractor shall be indicated, if it is known at the time of submission of the Applications. If the specific name of the Subcontractor planned to be hired is not known, please indicate "unknown".

² Such transfer does not affect the liability of the main Supplier in respect of implementation of the Contract planned to be concluded.

³ Such transfer does not affect the liability of the main Supplier in respect of implementation of the Contract planned to be concluded.

1. TENDER PRICE

4.1. The Tender price expressed in euros.

4.2. The Tender price is indicated by filling in the following table:

No.	Object of Procurement	Preliminary amount during the validity period of the Contract (no more than) ⁴	Unit price in EUR excl. VAT	Price in EUR excl. VAT ⁵
1.	Preparing the system for operation	-	€6,000	€6,000
2.	System rental price (aka Subscription)	12 quarters	€0.96 per employee per month	€129,000 (inc €4,000 1st year Premium Support)
3.	Development services	100 hours	€150 per hour	€15,000
	Tender price in EUR excl. VAT ⁶ (Cp)			€150,000
	VAT			20%
	Tender price in EUR incl. VAT			€180,000

2. TENDER VALIDITY TERM

Tender is valid the term identified in the GP paragraph 8.1.

3. ANNEXES TO THE APPLICATION FORM

- 3.1. Annex No 1. Requisites of the supplier and other information (shall be filled in).
- 3.2. Annex No. 2. Confidential information (shall be filled in).
- 3.3. Annex No. 3. Tables for compliance with functional and non-functional requirements.

By signing this Application, I hereby validate the authenticity of all the documents submitted along with the Application.

⁴ Specified preliminary / maximum amount of Object of Procurement. Buyer does not commit to purchase the all indicated amount.

⁵ Price in EUR excl. VAT is calculated by multiplying the unit price by preliminary / maximum amount.

⁶ Tender Price in EUR excl. VAT will be used for evaluating the Tender. The final tender price has to include all the expenses, payables except VAT tax, in accordance with the laws of the Republic of Lithuania, including billing costs through the system of "E.saskaita". It is not a Buyer's obligation to the Winning Participant to pay the specified amount during the term of the contract. The winning Participant will be paid only for the actual amount.

⁷ In case the Application for procurement is signed by the person authorized by the manager, a written authorization or other document giving signature right shall be attached to the Application.

REQUISITES OF THE SUPPLIER AND OTHER INFORMATION

Supplier Name / Name of Suppliers acting under joint activity agreement	SmartRecruiters Europe Ltd.
Address of the supplier / Address of all suppliers if suppliers' group presented <i>(if differs, also indicate the address for correspondence)</i>	St Stephens House, Arthur Road Windsor, Berkshire SL4 1RU
Legal entity's business ID/IDs (if the Application is submitted by a natural entity – Business Licence No. or an equivalent thereof)	10188559 (Company Registration Number)
Supplier's VAT reg. No. ⁸	UK254216424
Account number and Bank name of Supplier / Partner responsible for Suppliers acting under joint activity agreement	Account Name: SmartRecruiters Europe Ltd
Phone number of Supplier / Partner responsible for Suppliers acting under joint activity agreement	
Name and surname of the Supplier / joint representative of a group of Suppliers or contact person of lead member submitting the Application	
Name, Surname of contact person that submitted the Application form from Supplier / Suppliers acting under joint activity agreement	
Telephone number / mobile number of the Supplier / joint representative of a group of Suppliers or contact person of lead member submitting the Application	
E-mail address of the Supplier's / joint representative of the group of Suppliers or contact person of lead member submitting the Application	
Name, surname, telephone No., and e-mail of the Supplier / joint representative of a group of Suppliers or person authorised by lead member for the performance of the Contract	As above

NOTE: If the Application is submitted by a group of Suppliers, the banking details and other information on the Supplier shall be submitted by each member of such group.

S

(job title, n

⁸ In case the Tender is submitted by the group of Supplier acting under joint activity agreement, information about all the united Suppliers shall be provided.

⁹ If the Application is submitted by a group of Suppliers, the information on all members of the group of Suppliers shall be provided.

CONFIDENTIAL INFORMATION¹⁰

Please note that the **information provided in the Tender, listed in the table below, will be made public** in accordance with the provisions of public procurement law and the practice of the Public Procurement Office and the courts.

No.	Completed Forms and other information provided ¹¹	Basis for publication
1.	The Application form (excluding Annexs, except for the Suppliers' information, provided in the section 1 of this form, which may not be considered confidential information in any case)	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively)
2.	Requisites of the supplier and other information	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) except information that can not be published based on the GDPR.
3.	Supplier ESPD form and supporting documents	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) that the supplier's qualification data used by the supplier in order to win the procurement can not be regarded as confidential information, except documents justifying such qualification, disclosure of which would violate the supplier's obligations under contracts concluded with third parties.
4.	Subcontractors ESPD form and supporting documents	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) that the supplier's qualification data used by the supplier in order to win the procurement can not be regarded as confidential information, except documents justifying such qualification, disclosure of which would violate the supplier's obligations under contracts concluded with third parties.

¹⁰ The table below information about the confidentiality of the information contained in the Application is provided. The participant shall indicate whether his Application contains confidential information, and which information specified in the Application is confidential. The entire Application can not be considered confidential.

In case the table or its separate lines are not filled in, the Buyer will consider that the information in the Application or the relevant part thereof is not considered to be confidential.

Please note that, in accordance with LPP and / or LP respectively, Confidential Information shall not be the information which has the characteristics and conditions established in Article 20 Paragraph 2 of LPP and / or Article 32 Paragraph 2 of LP respectively, and if the Buyer has doubts regarding the confidentiality of the information presented by the Applicant in the Application, it shall address the Applicant with a request to prove the confidentiality of the information provided. Within the time limit specified by the Buyer (which shall not be less than 5 working days), in the absence of such evidence or in the case of provision of inappropriate evidence by the Applicant, it shall be considered that the information presented in the Application is non-confidential.

¹¹ Individual documents or information contained in the document can be specified in separate lines depending on the confidentiality of the information. Based on the level of confidentiality of information, **documents and arguments supporting confidentiality are provided.**

6.	List of documents supporting the qualification of the Suppliers	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) except information that can not be published based on the GDPR.
7.	Declaration of compliance with minimal qualification requirements	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) that the supplier's qualification data used by the supplier in order to win the procurement can not be regarded as confidential information, except documents justifying such qualification, disclosure of which would violate the supplier's obligations under contracts concluded with third parties.
8.	Declaration of compliance with minimal qualification requirements, documents that proves the qualification mentioned in the Table No 1.	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) that the supplier's qualification data used by the supplier in order to win the procurement can not be regarded as confidential information, except documents justifying such qualification, disclosure of which would violate the supplier's obligations under contracts concluded with third parties.
9.	Subcontractors' table (Declarations of compliance with minimal qualification requirements, Table No. 2)	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) that the supplier's qualification data used by the supplier in order to win the procurement can not be regarded as confidential information, except documents justifying such qualification, disclosure of which would violate the supplier's obligations under contracts concluded with third parties.
10.	The table of planned to use support from Enterprises (specialists) that are not employed by the Supplier (Declarations of compliance with minimal qualification requirements, Table No. 3)	Published based on practise of PPL the supplier's qualification data (<u>except personal data of Experts that Supplier relies on</u> that can not be published based on GDPR) data used by the supplier in order to win the procurement can not be regarded as confidential information.
11.	The table of planned to use Other Entities on Whose Capacities the Supplier Relies (Declarations of compliance with minimal qualification requirements, Table No. 4)	Published based on practise of PPL the supplier's qualification data (<u>except personal data of Experts that Supplier relies on</u> that can not be published based on GDPR) data used by the supplier in order to win the procurement can not be regarded as confidential information.
12.	Document issued by SE Centre of Registers based on the established procedure by the Governmence of the Republic of Lithuania, confirming the joint processing of data by the competent authorities.	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) except information that can not be published based on the GDPR.
13.	Declaration of Subcontractor	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) except information that can not be published based on the GDPR.
14.	Service fees	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) except information about the pricing components.

In order to ensure that publication of the information in the tenders of the winning participants would not contradict the legislation or the legitimate commercial interests of the suppliers nor impede their freedom to compete with each other, **please indicate whether there is some confidential information in the Tender and which information in the Tender shall be kept as confidential.**¹²

No.	Completed Forms and other information provided ¹³	Is the document (s) confidential? (Yes / No)	On what basis the document is (not) confidential?
1.	Ensurance of the validity of the Tender	Yes	The information may be considered confidential unless the relevant information is publicly disclosed or the supplier indicates that it is not confidential.
2.	Table of services compliance with the Technical Specifications	Yes	The information may be considered confidential unless the relevant information is publicly disclosed or the supplier indicates that it is not confidential.
3.	Joint activity agreement (if the Application is submitted by the group of Suppliers)	Yes	The information may be considered confidential unless the relevant information is publicly disclosed or the supplier indicates that it is not confidential..
4.	Company statute	Yes	The information may be considered confidential unless the relevant information is publicly disclosed or the supplier indicates that it is not confidential.
5.	Declaration for the participating in the Procurement as a group of suppliers acting under joint activity agreement	Yes	The information shall be considered confidential.

¹² The table below information about the confidentiality of the information contained in the Application is provided. The participant shall indicate whether his Application contains confidential information, and which information specified in the Application is confidential. **By indicating that the information is confidential, please enclose the documents and arguments supporting the confidentiality with the Application / Tender.** The entire Application can not be considered confidential.

In case the table or its separate lines are not filled in, the Buyer will consider that the information in the Application or the relevant part thereof is not considered to be confidential.

Please note that, in accordance with LPP and / or LP respectively, Confidential Information shall not be the information which has the characteristics and conditions established in Article 20 Paragraph 2 of LPP and / or Article 32 Paragraph 2 of LP respectively, and if the Buyer has doubts regarding the confidentiality of the information presented by the Applicant in the Application, it shall address the Applicant with a request to prove the confidentiality of the information provided. Within the time limit specified by the Buyer (which shall not be less than 5 working days), in the absence of such evidence or in the case of provision of inappropriate evidence by the Applicant, it shall be considered that the information presented in the Application is non-confidential.

¹³ Individual documents or information contained in the document can be specified in separate lines depending on the confidentiality of the information.

¹⁴ In case the Application for procurement is signed by the person authorized by the manager, a written authorization or other document giving signature right shall be attached to the Application.