

**REGULATIONS**  
**on Organization of Tender for Selection of Institution Specialized in Measurement  
of Audience Shares and Market Shares for Period from 2024 to 2029**

**I. General provisions**

1. The Regulations on Organization of Tender for Selection of Institution Specialized in Measurement of Audience Shares and Market Shares for the Period from 2024 to 2029 (*hereinafter – Regulations*) lay down the manner of establishment, the attributions and operation of the Tender Committee, the way of organizing and conducting the tender, as well as the conditions for participation.

2. For the purposes of these Regulations, the following terms shall have the following meanings:

*electronic device* – specialized equipment that is installed in a TV set, measures the audience and has a special remote control;

*TV audience* – presence of a viewer in the room with the TV on and with the intention of watching;

*beneficiary* – a legal person to whom TV audience and market share measurement services are provided under contract;

*terms of reference* – documentation prepared by Tender Committee, part of tender documentation, detailing the minimum mandatory technical requirements for each bidder, defined by the characteristics demanded and the requirements towards the audit procedure;

*timetable of activities* – document organizing the activities related to tender procedure;

*qualification requirements* – set of minimum mandatory criteria and characteristics for the qualification of economic operators in the tender procedure;

*tender committee* – collegial body responsible for initiating and conducting the tender for the selection of the institution specialized in measuring audience shares and market shares;

*award criteria*– criteria based on which the winning bid is determined;

*advertising distributor* – person who distributes advertising to an advertising broadcaster on behalf of an advertising provider;

*tender documentation* – documentation containing all information related to the process of designation of the winning bid;

*provider of measurement results* – bidder whose bid has been selected as the winner following the tender and who will sign contracts for the provision of audience share and market share measurement services with the beneficiaries;

*call for proposals* – information to be sent by Tender Committee directly to specialized institution and containing information, technical characteristics and those relating to the quality of the services required, manner of preparation of bids, manner, place and deadline for submission of bids, bid validity period, qualification requirements for bidders, bid evaluation criteria;

*direct negotiation* – procedure whereby the Tender Committee negotiates the contract terms for the award of the right to measure TV audience shares and market shares;

*bid* – legal act by which the specialized institution expresses its willingness to enter into a legal contract for the provision of audience shares measurement services. The bid comprises a technical proposal and a financial proposal;

*bidder* – institution specialized in measuring audience shares and market shares that has submitted its bid to the tender;

*metric panel* – all households provided with electronic devices;

3. The selection of the provider of measurement results is carried out under conditions of fair competition, prevention of fraud and corruption, impartiality and objectivity, transparency and publicity.

## **II. Manner of Establishment, Attributions and Operation of Tender Committee**

4. The composition of Tender Committee represents the main categories of beneficiaries of the current system of audience and market share measurement.

5. The Tender Committee will be composed of 9 members and 2 member-observers.

6. The candidacies of 6 members of the Tender Committee are submitted by the linear audiovisual media services providers under the jurisdiction of the Republic of Moldova, that are beneficiaries of the current audience and market shares measurement system.

7. The candidacies of the Tender Committee members, provided for in point 6, are presented under the conditions and the terms stipulated in the decision of the Audiovisual Council regarding the selection of members of the Tender Committee.

8. The candidacies of 3 Tender Committee members are submitted by the advertising distributors, that are beneficiaries of the current audience and market share measurement system.

9. The candidacies of the Tender Committee members, provided for in point 8, are presented under the conditions and terms stipulated in the decision of the Audiovisual Council regarding the selection of Tender Committee members.

10. The Audiovisual Council appoints, as Tender Committee voting members:

1) six candidates that were unanimously proposed by all linear audiovisual media services providers under the jurisdiction of the Republic of Moldova, that are beneficiaries of the current audience and market share measurement system;

2) three candidates who have been unanimously proposed by all advertising distributors that are beneficiaries of the current audience and market share measurement system.

11. If, as a result of the procedure established in points 6-10, the Audiovisual Council finds it impossible to appoint the members of the Tender Committee, these will be appointed from the linear audiovisual media service providers under the jurisdiction of the Republic of Moldova as they rank in the first 6 positions according to the audience results (according to the results of the specialized institution in audience shares and market shares measurement) for the period of the Quarter 1, year 2023, and respectively, on behalf of advertising distributors that are beneficiaries of the results of the measurement system of audiences and market shares, and are in top 3 positions by inventory volume (wGRP) purchased for the period of the Quarter 1, year 2023.

In the case of the candidate's refusal to be appointed as a member of the Tender Committee, the Audiovisual Council will appoint, within 5 working days, a new candidate from the appropriate category of beneficiaries - audiovisual media service providers or advertising distributors, according to the criteria established in this point.

12. Through the decision to designate the nominal composition of the Tender Committee, the Audiovisual Council will appoint 2 observer-members among the members of the Audiovisual Council and/or from the staff of the Audiovisual Council in the Tender Committee. The observer-members of the Tender Committee do not have voting rights, being entitled to monitor the activity of the Tender Committee.

13. The first meeting of the Tender Committee is convened at the initiative of the observer-members and is chaired by the oldest observer-member, until the president of the Tender Committee is appointed. At the first meeting, among the members of the Tender Committee, the president and the secretary of the Tender Committee are elected with a simple majority of votes.

14. The Tender Committee carries out its activity in meetings convened at the initiative of the president of the Tender Committee or the secretary of the Tender Committee. Meetings are convened whenever necessary and can also take place online.

**15.** Meetings of the Tender Committee are deliberative if at least 6 members with voting rights take part.

**16.** The Tender Committee adopts decisions by open vote, with the vote of at least 5 members. The decisions of the Tender Committee are recorded in minutes, signed by all members with the right to vote present at the meeting. In case of a member's refusal to sign the draft decision and/or the minutes, this fact is recorded in the minutes of the meeting, indicating the reason for the refusal.

**17.** In performing their duties, the members of the Tender Committee shall be autonomous, impartial and subject only to the law. It is forbidden to exert any influence in order to induce the members of the Tender Committee to perform their duties contrary to the provisions of these Regulations.

**18.** The Tender Committee shall have the following duties:

1) investigate the market of institutions specialized in measuring audience shares and market shares;

2) prepare and approve the terms of reference, which will contain the qualification requirements and other mandatory information, provided in these Regulations;

3) prepare and approve the invitation to participate in the Tender for the selection of the institution specialized in measuring audience shares and market shares in the period 2024-2029 (hereinafter – Tender), according to the model presented in the annex;

4) ensure the English translation of these Regulations and other materials, which shall be sent to institutions specialized in measuring audience shares and market shares, and presents them for publication on the official website of the Audiovisual Council;

5) provide clarifications to institutions specialized in measuring audience shares and market shares regarding the terms of reference and other documents issued by the Tender Committee;

6) register the submitted bids;

7) review and evaluate the submitted bids based on the requirements set out in these Regulations and terms of reference;

8) designate the provider of the measurement results, under conditions of fair competition, prevention of fraud and corruption, impartiality and objectivity, transparency and publicity;

9) ensure the documentation in the Tender and keep the documents related to the activity of the Tender Committee and all documents regarding the Tender;

10) ensure the financial coverage of its own activity, especially through the contribution of media service providers and advertising distributors represented in the Tender Committee;

11) cancel the tender in the event of fraud, corruption and/or of conflict of interests;

12) cancel and repeat the tender in the event of submission of bids that do not meet the requirements established in the terms of reference;

**19.** In order to exercise its duties, the Tender Committee is entitled to:

1) request additional information from the bidder in order to complete the bid, according to the requirements of the participation documents;

2) request from the bidder explanations on the bid;

3) request from the bidder the correction of arithmetical errors, found in the bids presented by the bidder;

4) reject the bid of the bidder, in the event of his refusal to present explanations on the bid and/or to complete the bid according to the requirements of the participation documents, or the refusal to correct the detected arithmetical errors;

5) disqualify the bidder at any stage of the tender process, if it is found that erroneous/false information has been presented in the participation documents.

**20.** The activity of the Tender Committee members is not remunerated.

**21.** In order to prevent and report conflicts of interest, the Tender Committee member is obliged to inform the Tender Committee, before the beginning of the tender meeting, if he is in one of the following situations:

1) is spouse, relative or affine, up to and including the third degree, of one or more persons employed by the bidder(s), or of one or more founders of the bidder(s);

- 2) during the last three years has been employed under an individual employment contract or other document proving an employment relationship with one of the bidders or has been a member of the board of directors or any other management or administrative body thereof;
- 3) holds shares or **interests** in the issued share capital of the bidder;
- 4) is a holder, directly or indirectly, of shares or quotas of the statutory funds of commercial companies with activities in measuring audience shares and market shares.

**22.** At any stage of the tender process, upon identification of the risk of a conflict of interests, the Tender Committee member in regards to whom the conflict of interest was established, shall withdraw and/or, by the decision of the Tender Committee, will be excluded from the tender process. The Tender Committee member who is in conflict of interest, shall refrain from exercising his duties.

**23.** In the event of withdrawal and/or exclusion of a Tender Committee member, the Audiovisual Council shall appoint a new Tender Committee member from the corresponding category of beneficiaries (audiovisual media service providers or advertising distributors), in accordance with the provisions of points 6-10 or, as the case may be, point 11, depending on the procedure that was applied to appoint the withdrawn and/or excluded Tender Committee member.

### **III. The Procedure of Organizing and Holding the Tender**

**24.** Records of correspondence shall be kept in a register of the Tender Committee.

**25.** Following the exercise of the duties provided for in point 18 sbp. 1)-4), the Tender Committee registers and submits the call for proposals to be placed on the official website of the Audiovisual Council.

**26.** The call for proposals shall be sent to institutions specialized in measuring audience shares and market shares by the Tender Committee, at least 2 months ahead the opening of bids.

**27.** The call for proposals shall set a deadline for the submission of bids and the award criteria.

**27.** The requirements relating to the qualification of specialized institutions are laid down in the Regulations, the Specifications and the Annexes thereto.

**28.** The institution specialized in measuring audience shares and market shares may submit a request in writing to the Tender Committee for clarifications on the award documentation at least 3 working days prior to the deadline for submission of bids. The Tender Committee shall provide the institution specialized in measuring audience shares and market shares with the requested information in written within 2 working days from the receipt of the request.

**29.** The bids are drawn up clearly, without corrections, with the number and date of issue and with the signature of the responsible person.

**30.** The bidder shall submit a bid containing the technical and financial parts in a single sealed envelope. The bid cannot be modified after the deadline for submission of bids, except for cases referred to in point 19 sbp. 1)-3).

**31.** A bid shall be submitted directly or by registered mail to the Audiovisual Council headquarters, addressed to the Tender Committee: MD-2021, Republic of Moldova, Chisinau, 46 Vlaicu Parcalab St. If bids are submitted directly to the Audiovisual Council headquarters, the person in charge of receiving the bids shall issue a note with the date and time of receipt of the bid and shall also record the bids in a special register, indicating the date and time.

**32.** Envelopes containing the bids shall meet the following minimum requirements:

- 1) name and address of the bidder;
- 2) address of the Audiovisual Council with the specification: "In the attention of the Tender Committee";
- 3) warning "Not to be opened before the time and date of bid opening";
- 4) specifications: "Technical and Financial Bid".

**33.** Late bids shall be registered accordingly to the point 31 and returned by the Tender Committee to the bidders, without being taken into consideration.

**34.** The Tender Committee shall open the bids the in a public meeting, within 5 working days after the deadline for submission of bids.

**35.** The envelopes containing the bids shall be opened one by one, in the order in which they were registered, in public meeting being announced:

- 1) the name of the bidder;
- 2) the documentation submitted;
- 3) the amount of the financial offer.

**36.** In the public meeting in which the bids are opened, shall be set up and announced the date when the bid evaluating meeting.

**37.** The evaluation of bids shall take place in a public meeting.

**38.** During the bid evaluation meeting, each bidder shall present its bid in a maximum of 30 minutes, either in person or remotely (online) and, at the request of the Tender Committee members, provide any necessary clarifications.

**39.** The Tender Committee designates the provider of measurement results based on the award criteria.

**40.** The Tender Committee, within 24 hours after the provider of measurement results has been designated, shall post the results of the tender on the official website of the Audiovisual Council.

**41.** If only one institution specialized in measuring audience shares and market shares participates in the tender, the Tender Committee is entitled to negotiate directly with the sole bidder, during the public meeting.

**42.** If no successful bidder is designated, the Audiovisual Council sets up the deadline the existing Tender Committee shall announce a repeat tender.

**43.** If only one institution specialized in measuring audience shares and market shares participates in the repeat tender, the bid submitted shall be declared the winner, only if it meets the requirements laid down in the Regulations and the Terms of reference.

**44.** The mandate of the Tender Committee is valid until the expiration of 30 days from the day of the announcement of the tender winner or, in case of existence of appeals regarding its results, until their resolution.

#### **IV. Conclusion of contract**

**45.** The provider of measurement results shall sign contracts with the beneficiaries after drawing up and countersigning the minutes of the tender results by the members of the Tender Committee present.

**46.** The provider of measurement results provides, free of charge, quarterly the results of the performed measurements to the Audiovisual Council.

**47.** The price of the winning bid may be adjusted only downwards for the duration of the contract. The contracts with the beneficiaries shall be concluded for a period of 5 years.

#### **V. Final provisions**

**48.** The institutions specialized in measuring audience shares and market shares may submit appeals concerning the Terms of reference no later than 30 days ahead of the deadline for submitting the bid. The Tender Committee shall examine the appeals within 3 working days from the date of receipt of the appeal. If, as a result of the examination of the appeal, changes will be made to the Terms of Reference, the Tender Committee shall extend by 15 days the deadline for submitting bids and will inform about the made changes, the specialized institutions that requested the Terms of Reference and/or to whom invitations to participate were issued.

**49.** The decision regarding the results of the tender may be appealed within 7 working days from the date the tender results were announced. The appeal shall be examined in 15 days by the Tender Committee. Appeals shall be submitted to the headquarters of the Audiovisual Council: Chisinau, 46 Vlaicu Parcalab St.

**50.** Disputes arising in connection with the organization and conduct of the tender procedure shall be settled amicably or in the courts of the Republic of Moldova.

**51.** The provider of the measurement results shall have personnel who is permanently located on the territory of the Republic of Moldova, in order to ensure the beneficiaries' access to the data collected in raw mode and stored on the institution's servers, as well as to other relevant information.

**52.** The provider of measurement results shall perform at least an audit of the metric panel within 12 months after its installation, contracting a third party company, using its own financial resources. The results of the audit shall be made known to all beneficiaries and to the Audiovisual Council.

**53.** The Tender Committee is entitled to establish, through the Terms of reference, the provider of measurement results obligation to audit the audience shares and market shares measurement activity, in the 3rd year and in the last year of service provision, by contracting a third company, using its own financial resources. The results of the audit shall be made known to all beneficiaries and to the Audiovisual Council.

Annex  
To the Regulations on Organization of Tender  
for Selection of Institution Specialized in Measurement  
of Audience Shares and Market Shares for the Period from 2024 to 2029

**CALL FOR PROPOSALS of \_\_\_\_\_ 2023**  
**to Tender for Selection of Institution Specialized in Measurement of Audience Share and Market Share Services**

[Format of document shall not be changed]

**1. Tender organizer: Tender Committee for Selection of Institution Specialized in Measuring of Audience Shares and Market Shares (hereinafter – *Tender Committee*).**

**2. Subject-matter of tender: procurement of audience shares and market shares measurement services as set out in the table:**

No.	Name of services requested	Specialized equipment	Quantity, households	Full technical specification requested
1	Measuring of audience shares and market shares			

**3. Qualification documents/requirements for specialized institutions include the following:**

No.	Name of document/requirement	Additional requirements to the document
	<b>Technical bid to contain the following requirements</b>	
1	General data	Bidder completes the Tender participation Information Form (Form <b>F1</b> )
2	Non-involvement in fraudulent and corrupt practices	Sworn statement completed in accordance with the declaration form regarding ethical conduct and non-involvement in fraudulent and corrupt practices (Form <b>F3</b> )
3	Proof of registration of the legal entity	
4	Submission of document certifying the right to provide audience share and market share measurement services	
5	Availability of funds or credit resources in amount necessary to finance the activity for 6 months	Bidder indicates amount and attaches copies of supporting documents
6	Submission of information on experience	
7	Supporting documents confirming that: a) Bidder is not insolvent following a court judgment; b) Bidder has fulfilled its obligations to pay taxes, duties and social security contributions in accordance with the legal	Sworn statement completed in accordance with the Declaration form regarding the personal situation of the bidder (Form <b>F4</b> ) Supporting documents, such as certificates and/or other equivalent documents issued by competent authorities in the country of

	provisions in force in the Republic of Moldova or in the country where it is established; c) Bidder has not been subject of a final court judgement, in the last three years, finding a breach of professional ethics by the bidder; d) Bidder has not provided false information to Tender Committee to prove that the qualification and selection criteria have been met	residence of bidder, in case of a foreign bidder; • Certificate on taxpayer's situation – original or copy – issued by Tax Inspectorate or competent body in foreign bidder's country of residence
8	Proof of the quality of provided services	
9	Technical bid	Technical bid prepared based on Terms of reference
10	Financial bid	Bidder completes the Financial bid Form (Form F2) for each configuration

**4. Bidders may obtain additional information, request clarification from the Tender Committee or submit appeals at the address below:**

- a) Tender Committee
- b) Address: Republic of Moldova, Chisinau, 46 Vlaicu Parcalab St.
- c) Fax: \_\_\_\_\_
- d) Email: [office@consiliuaudiovizual.md](mailto:office@consiliuaudiovizual.md) (in attention of Tender Committee)

**5. Preparation of bids:** Bids shall be prepared in \_\_\_\_\_ languages, clearly marked, without corrections, with number and date of issue, and signed by the person responsible, and shall be submitted in a single sealed envelope:

- by: \_\_\_\_\_ [exact hour]
- on: \_\_\_\_\_ [date]
- to the address: Chişinău, 46 Vlaicu Parcalab St., anteroom

**6. The award criterion is:** \_\_\_\_\_

**7. Period of validity of bids:** \_\_\_\_\_ months.

**8. In order to obtain the Terms of reference, an additional request shall be sent to the Tender Committee, at the address indicated in point 4.**

**Chairperson of Tender Committee:** \_\_\_\_\_



**Form No. 1**  
**to the Invitation to participate in the tender**  
**regarding the selection of the institution specialized**  
**in measuring audience shares concerning the procurement of**  
**audience shares and market shares measurement services**

Informative Form about the bidder (F1)

*[Bidder shall complete this form in accordance with the instructions below. No changes in the format of the form are permitted and no substitutions in the text of the form are accepted]*

Date: “ \_\_\_ ” \_\_\_\_\_ 20\_\_

Call for proposals of \_\_\_\_\_

**Bidder**

<b>1.</b>	<b>General information</b>	
1.1.	Legal name of bidder	
1.2.	Legal address of bidder in country of registration	
1.3.	Legal status of bidder	
	• <i>Ownership</i>	
	• <i>Legal form of organization</i>	
	• <i>Other</i>	
1.4.	Year of registration of bidder	
1.5.	Business status of bidder	
	• <i>Local Agent/Distributor of Foreign Producer</i>	
	• <i>Intermediary</i>	
	• <i>Warehousing company</i>	
	• <i>Other</i>	
1.6.	Information on bidder's authorized representative	
	• <i>Name</i>	
	• <i>Place of work and position</i>	
	• <i>Address</i>	
	• <i>Telephone / Fax</i>	
	• <i>Email</i>	
1.7.	VAT registration number	
1.8.	Bidder's income tax identification number (for foreign bidders)	

<b>2.</b>	<b>Financial information</b>	
2.1.	Financial statements or balance sheet extracts, or income statements or financial audit reports for the last year of operation. List below and attach copies: _____ _____ _____ _____	
2.2.	Name, address, telephone and fax numbers of banks that can provide details of the bidder when contacted by Tender Committee: <i>Name:</i> _____ <i>Address:</i> _____ <i>Telephone:</i> _____ <i>Fax:</i> _____	
2.3.	Information on court litigation in which the bidder is or has been involved:	
	a) Any lawsuit during the last 3 years:	
	Cause of action	Outcome or judgment (decision) and amount in dispute
	b) Current litigations, during the current fiscal year:	
	Cause of action	Current status of litigation

**Form No. 2**  
**to the Invitation to participate in the tender**  
**regarding selection of the institution specialized**  
**in measuring audience shares concerning the procurement of**  
**audience shares and market shares measurement services**

Financial bid Form (F2)

*[Bidder shall complete this form in accordance with the instructions below. No changes in the format of the form are permitted and no substitutions in the text of the form are accepted.]*

Date of submission of bid: “ \_\_\_ ” \_\_\_\_\_ 20\_\_

Call for proposals of \_\_\_\_\_

To: Tender Committee

\_\_\_\_\_ states that:  
[name of bidder]

a) Award documents have been examined and there are no reservations

b) \_\_\_\_\_ commits to  
[name of bidder]

provide audience shares and market shares measurement services in accordance with the award documents and the conditions stipulated in the technical and financial specifications, with the following details

\_\_\_\_\_  
[enter a brief description of services]

c) Total and annual value of services: \_\_\_\_\_ [enter  
the value of services for the bid in words and numbers, excluding VAT]

d) This bid shall remain valid for \_\_\_\_\_ months from the deadline for submission of the bid, shall remain binding and may be accepted at any time until the expiry of this period;

e) We are not in any conflict of interests with the representatives of the Tender Committee  
Each financial configuration is accompanied by a form (F2)

Signed: \_\_\_\_\_  
[signature of person authorized to sign the bid]

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_  
[official position of person signing the bid form]

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Date: “ \_\_\_ ” \_\_\_\_\_ 20\_\_

**Form No. 3**  
**to the Invitation to participate in the tender**  
**regarding selection of the institution specialized**  
**in measuring audience shares concerning the procurement of**  
**audience shares and market shares measurement services**

Form (F3)

Declaration on ethical conduct and non-involvement in fraudulent and corrupt practices  
*[Bidder shall sign and include this declaration in the bid submitted. No changes in the format of the form are permitted and no substitutions in the text of the form are accepted.]*

Date: “ \_\_\_ ” \_\_\_\_\_ 20\_\_

Call for proposals of \_\_\_\_\_

To: Tender Committee

\_\_\_\_\_ hereby confirms that:  
[name of bidder]

1. None of our employees, companions, agents, shareholders, consultants, partners or their relatives or associates are in any relationship with members of the Tender Committee that could be considered a conflict of interests.
2. If we become aware of a potential conflict, we will immediately report this information to the Tender Committee.
3. None of our employees, companions, agents, shareholders, consultants, partners or their relatives have engaged in bribery, fraud, coercion or other anti-competitive practices in the process of preparing the bid for the tender.
4. In connection with the tender procedure, no payments have been or will be made to our employees, companions, agents, shareholders, consultants, partners or their relatives who are involved in the tender, execution of the contract and approval of contract payments on behalf of the Beneficiary.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position in the company: \_\_\_\_\_

Name of the company: \_\_\_\_\_

**Form No. 4**  
**to the Invitation to participate in the tender**  
**regarding selection of the institution specialized**  
**in measuring audience shares concerning the procurement of**  
**audience shares and market shares measurement services**

Form (F4)  
Declaration on Personal Situation of the bidder

*Bidder*

.....  
(name)

The undersigned, ..... authorized representative of .....  
*(name of bidder)*

as a bidder, I declare on my own responsibility, under penalty of exclusion from the tender and under the penalties applicable to the **offence** of falsification in public documents, that I am not in the situation referred to in point 7 of the table contained in point 3 of the Annex to the Regulations on Organization of Tender for Selection of Institution Specialized in Measurement of Audience Shares and Market Shares for Period from 2024 to 2029, i.e. I have not been convicted in the last 5 years by a final judgment of a court of law for participation in activities of a criminal organization, for corruption, fraud and/or money laundering.

The undersigned, ..... authorized representative of .....  
*(name of bidder)*

as a bidder in the tender procedure *for the procurement of audience shares and market shares measurement services* on ..... (day/month/year), organized by the Tender Committee, I declare on my own responsibility that the bidder:

- a) has not become bankrupt as a result of a court judgment;
- b) has fulfilled its obligations to pay taxes, duties and social security contributions;
- c) has not been the subject of a final court judgment in the last three years finding that the bidder has infringed an act prejudicial to the professional ethics;
- d) all the information and documents submitted for the aforementioned tender are true and authentic;

The undersigned, \_\_\_\_\_, declare that the information provided for the purpose of proving compliance with the qualification and selection criteria is complete and correct in every detail and understand that the Tender Committee has the right to request, in view of verifying and confirming the statements, any supporting documents available to me.

I understand that if this statement is not in accordance with reality, I am liable to breach of criminal law provisions on false statements.

Date of completion: .....

Authorized representative of the bidder

.....  
*Signature*