

Letter of submission of tender

Dear Sir/Madam,

Please find enclosed the tender of [*tenderer's name*] in response to open invitation to tender No 2006/ECFIN/R4/01 for the supply of promotional material.

This tender contains the following documents (please tick the corresponding box as appropriate):

<p>Detailed presentation of the company focusing on its experience in relation to the subject of this invitation to tender, including the tenderer's name and business name, his legal form, the address of his registered office, his telephone and fax numbers, e-mail address and internet address, the names of his legal representatives, his VAT number and his trade register entry number. <i>Annex No ... page...</i></p>	YES	NO
<p>Letter(s) signed by the authorised representative of each of the other parties designating the company and/or the person who will represent the consortium. <i>Annex No ... page...</i></p>	YES	NO
<p>Completed legal entity form (Annex 3 to the specification) and obligatory supporting documents for private companies/ individuals/public sector companies (where applicable) <i>Annex No ... page...</i></p>	YES	NO
<p>Completed financial identification form signed by an authorised representative of the tenderer and his banker (Annex 2 to the specification) <i>Annex No ... page...</i></p>	YES	NO
<p>Signed declaration of the candidate's eligibility (Annex 4 to the Specifications) <i>Annex No ... page...</i></p>	YES	NO
Selection criteria (in accordance with Part 3, point 2):		
<p>Proof of the economic and financial capacity of the tenderer(s) (in accordance with Part 3, point 2.1 of the specification) <i>Annex No ... page...</i></p>	YES	NO
<p>Proof of the technical and professional capacity of the tenderer(s) (in accordance with Part 3, point 2.2 of the specification) <i>Annex No ... page...</i></p>	YES	NO
<p>The tender has been signed and all the pages corresponding to this letter</p>	YES	NO

of submission of tender have been initialled by an authorised representative.		
Award criteria (in accordance with Part 3, point 3):		
Description of the concept <i>Annex No ... page...</i>	YES	NO
Description of the design, originality and diversity in the choice of the products <i>Annex No ... page...</i>	YES	NO
Illustration of the graphic design with four proposals for each of the three elements requested <i>Annex No ... page...</i>	YES	NO
Description of the product quality <i>Annex No ... page...</i>	YES	NO
Description of the social and environmental criteria <i>Annex No ... page...</i>	YES	NO
Description/indication of production, manufacturing deadlines, packaging and delivery deadlines <i>Annex No ... page...</i>	YES	NO
Case study No 1 (Annex 1) <i>Annex No ... page...</i>	YES	NO
Case study No 2 (Annex 1) <i>Annex No ... page...</i>	YES	NO

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(Signature of the authorised representative¹)

Forename
Name:
Position:.....
Date:

¹ All the pages of this letter must be initialled by the authorised representative(s)