# ANNEX 1. LETTER OF TENDER Form

**LETTER OF TENDER**

NAME OF TENDERER:

We have examined the Contracting Authority’s Tender Documents, examined the conditions for the execution of the works and made clear to ourselves all technical conditions and requirements set by the Contracting Authority. We have examined, understood and checked these conditions, requirements and documents and we are convinced that there are no errors or deficiencies therein. We offer to execute and complete the Work and remedy any defects therein in conformity with the Tender Documents and all the pertaining documents:

Tender Price \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (EUR) **without VAT**.

We accept all Contracting Authority´s requirements and conditions, which are given in the Tender Documents.

This Tender shall be valid until \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and it shall remain binding and may be accepted at any time before that date. We acknowledge that the Appendix to Tender forms part of this Letter of Tender.

We guarantee to have delivered at least \_\_\_\_\_\_\_\_\_ units of machines in last 2 years that are still in operation.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference item | Name of company | Registry number | Contact of client |
| reference 1 |  |  |  |
| reference 2 |  |  |  |
| reference 3 |  |  |  |

The annual average turnover during the last 3 years is at least XXX XXX €/year.

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2016 | 2017 | 2018 |
| Annual turnover (€) |  |  |  |

The offer meets all the required technical parameters (Yes/No) \_\_\_\_\_\_\_\_\_.

If this Tender is accepted, we will provide the specified guarantees, commence with the Works as soon as it is reasonably practicable after the agreed Commencement Date, and complete the Work in accordance with aforementioned documents within the Time for Completion.

The contact details of the Company/local representative Company:

Name of the Company:

Registry number:

Contact person:

Phone number:

E-mail:

Unless and until a formal Agreement is prepared and executed, this Letter of Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the cheapest or any tender you may receive.

We confirm that the person signing this document is duly authorized on behalf of the Tenderer.

Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_