**Annex 10**

**Cover letter for tenderers**

**NB: The present cover letter should be duly signed and included in your tender. Please fill in, modify accordingly and/or delete all text in italics.**

 **<Letterhead, if any>**

EUROPEAN COMMISSION

 **Call for tenders** SRSS/2018/01/FWC/002

 **Attn: Unit SRSS.01**

 **Office CHAR 10/067**

 **B-1049 BRUSSELS**

**COVER LETTER**

Subject: Call for tenders **SRSS/2018/01/FWC/002** – 'Provision of Consultancy Services for the Development and Implementation of Structural Reforms in EU Member States'.

Dear Sirs,

Having read the procurement documents (contract notice, invitation letter, tender specifications, draft contract and their annexes), we are pleased to submit a tender for the above-mentioned Call for Tenders. The tender is submitted in one paper original, three paper copies and one electronic copy.

This tender is submitted by:

□ a sole tenderer

□ a sole tenderer with subcontractor(s)

□ a group of economic operators (joint tender)

□ a group of economic operators with subcontractor(s) (joint tender with sub-contractor(s))

as follows:

*Option 1:*

<Sole tenderer>

*[Full official name]*

*[official legal form]*

*[statutory registration number]*

*[Full official address]*

*[VAT registration number]*

*Option 2:*

A group of economic operators (*Consortium name, if any*), consisting of the followingeconomic operators (group members):

*<Please list all the group members, with the details requested below*

The company designated as leader for the group of tenderers (group leader) is:

<*full and precise name of the company acting as main point of contact*>

*Company 1*

*[Full official name ]*

*[official legal form]*

*[statutory registration number]*

*[Full official address ]*

*[VAT registration number]*

The other members of the group are:

*Company 2*

*[Full official name]*

*[official legal form]*

*[statutory registration number]*

*[Full official address]*

*[VAT registration number]*

*Company 3*

*[Full official name]*

*[official legal form]*

*[statutory registration number]*

*[Full official address]*

*[VAT registration number]*

Our tender <*includes/does not include*> identified Subcontractors <*as follows*>:

*<Please list all Identified Subcontractors whose capacity is necessary for you to fulfil the selection criteria with their full and precise names, statutory registration and VAT numbers and registered addresses, their envisaged role, and attach their Letters of intent>*

*Subcontractor 1*

*[Full official name]*

*[official legal form]*

*[statutory registration number]*

*[Full official address]*

*[VAT registration number]*

*[Envisaged role]*

Our tender is fully compliant with all the terms and conditions of the procurement documents, which we accept without any limitation, reservation, restriction or conditionality. The tender remains valid for 9 months from the time limit for the receipt of tenders as stated at point IV.2.2 of the contract notice.

We remain at your disposal for any further information you may require. For this purpose you can contact directly the following contact person for this call for tenders:

*Mr/Mrs/Ms [complete]*

*[Function]*

*[Company name]*

*[Contact address in full]*

*[Contact details (e-mail, tel., fax]*

We also declare that we, being <a sole tenderer (or all members of the tendering group, in case of a tender submitted by a group of entities) and all of our subcontractors> fully comply with the minimum requirements specified in the Tender specifications and its annexes, as well as with any applicable environmental, social and labour law obligations established by Union law, national law, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU.

Yours faithfully,

< *authorised representative(s) the tendering group leader – name(s), function(s), company name(s)*>

Company 1,

[Company name]

[Forename/Surname]

[Function]

signature[s]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Done at ………………, on ………………….

Annexes to the cover letter:

In envelope A (with the cover letter)

* The tender submission form , duly filled in and signed
* The power(s) of attorney, duly filled in and signed (only for joint tenders)
* The letter(s) of intent, duly filled in and signed (for subcontractors)
* The legal entity form(s), duly filled in, dated, signed and stamped with the supporting documents
* The financial identification form, duly filled in, dated and signed
* The declaration(s) on honour, duly filled in and signed

Envelope B

* The technical offer

Envelope C

* The financial offer