**<Letterhead, if any>**

***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.***

**EIOPA**

**Tender Procedure EIOPA-OP-021-2018**

**Westhafen Tower**

**Westhafenplatz 1**

**60327 Frankfurt am Main**

**Germany**

<*Place*>, <*Date*>

Reference: Tender Procedure **EIOPA-OP-021-2018**

**XBRL and DPM developments**

Dear Sirs,

Having read the Tender Specifications and related terms and conditions, we are pleased to submit a tender for the above-mentioned Call for Tenders *[…]* on behalf of:

*[official name in full]*

*[official legal form]*

*[statutory registration number]*

*[official address in full]*

*[VAT registration number]*

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

*<Please list all Identified Subcontractors with their full and precise names, VAT numbers and registered addresses>*

We hereby declare that:

We have examined and accept in full the content of the dossier for invitation to tender referred above. We hereby accept its provisions in their entirety, without reservation or restriction. 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.

We are not in any of the situations excluding us from participating in procedure, as confirmed by attached signed Annex 1-04 – Declaration on Honour [on Exclusion and Selection Criteria](http://intranet/Sites/IT/projects/itservices/Shared%20Documents/Tender%20Dossier/Annex%20I%20-%20Tender%20Specifications%20and%20Annexes/1-04%20-%20Declaration%20on%20Honour%20on%20Exclusion%20and%20Selection%20Criteria%20All%20Lots.docx).

This tender remains valid for 6 months from the deadline for submission of tenders.

The technical and financial offers of the tender are signed by a duly authorized representative.

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

*Mr/Mrs/Ms [complete]*

*[Function]*

*[Company name]*

*[Contact address in full]*

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

*<In case the above person is not a legally authorised to represent the tenderer, please include the following text:>*

*[We grant hereby to the above mentioned person all the necessary power to act as an authorised representative in the name and on behalf of [name of the company] in connection with the submission of the tender and all relevant questions, clarification requests, notifications etc. that may be received during the evaluation, award and until the contact signature.]*

Yours faithfully,

[Company name]

[Forename/Surname]

[Function]

Signature[s]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This tender includes the following documents and annexes:

*(Please list all the documents included in the tender)*

**Checklist to facilitate the organisation of the Tender**

Please fill in the following information, to be provided as part of your cover letter:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | YES | NO | | N/A |
| Did you include in your tender a cover letter based on the template provided in **Annex 1-02** to the Tender Specifications? |  |  | |  |
| Did you include in your tender a document clearly stating the identity, roles, activities and responsibilities of the subcontractor(s), the estimated value as well as the reasons why subcontracting is foreseen, as required in the relevant **Section I.6** of the Tender specifications? |  |  |  | |
| Did you include in your tender letters of intent of all freelances (template provided in Annex 1-12)? |  |  |  | |
| Did you include in your tender letters of intent of all identified subcontractors (template provided in Annex 1-13)? |  |  |  | |
| Did you fill in and include in your tender the Exclusion criteria questionnaire provided in **Annex 1-03** to the Tender Specifications? |  |  |  | |
| Did you fill in and include in your tender declarations on honour on exclusion and selection criteria based on the template provided in **Annex 1-04** to the Tender Specifications? |  |  |  | |
| Did you include in your tender declarations on honour on compliance with Environmental, Social and Labour Law Obligations based on the template provided in **Annex 1-05** to the Tender Specifications? |  |  |  | |
| Did you use, for the technical selection evidence to be submitted the contract reference (provided in **Annex 1-06b** to the Tender specifications) and CV templates provided in **Annex 2-2c** to the draft FWC? |  |  |  | |
| Did you fill in and include in your tender the relevant Selection criteria questionnaire provided in **Annexes 1-07** to the Tender Specifications? |  |  |  | |
| Did you include in your tender the documentary evidence for the Legal and regulatory capacity, as requested in **Section III.4.1** of the Tender Specifications? |  |  |  | |
| Did you include in your tender the documentary evidence for the Economic and financial selection criteria, as requested in **Section III.4.2** of the Tender Specifications? |  |  |  | |
| Did you include in your tender the documentary evidence for the technical selection criteria, as requested in **Section III.4.3** of the Tender Specifications? |  |  |  | |
| Did you fill in and include in your tender the relevant Technical evaluation questionnaire provided in **Annexes 1-08** to the Tender Specifications, accompanied by all supporting documents constituting your technical offer? |  |  |  | |
| Did you fill in and include in your tender the relevant Financial evaluation questionnaire provided in **Annex 1-09** and Financial offer templates provided in **Annexes 1-10** to the Tender Specifications? |  |  |  | |