

## Annex 1

### **Information to be submitted by tenderers**

Tenderers are required to submit a letter of interest accompanied by information strictly following the list provided below. Offers that will not meet this requirement will be effectively disregarded. Tenderers are also required to advise the Awarding Authority of any change in their situation so that their dossier may be kept perfectly up to date.

**1. Itemized price proposal** with VAT/MOMs included.

### **2. Tenderer's identification**

Name, legal status, address, phone and fax numbers, e-mail address.

### **3. Registration document**

A copy of a document confirming legal registration must be attached by a tenderer.

### **4. Managerial staff**

A document indicating the names and positions of the persons included in its managerial body must be submitted.

### **5. Contact person**

Name and position of the contact person duly authorized for contacts with the Awarding Authority.

Phone and fax numbers and e-mail address must be given, if different from those provided in item 1.

### **6. Executing staff**

Name(s) and professional qualifications of staff responsible for the execution of the required services.

### **7. Financial and economic standing**

Tenderer's statement that its financial and economic standing allows it to timely and completely execute the service.

### **8. Experience and knowledge in the required field of services**

Information presenting tenderer's experience and knowledge must be provided for an appraisal of its competence to perform the indicated task.

### **9. References**

Name and contact details of two references.

The Awarding Authority reserves the right to contact these companies to ask for reference.

### **10. Offered price**

Price shall be stated in either in Euro (EUR) or Swedish Krona (SEK).

### **11. Other relevant information**

Other relevant information may be presented.

### **12. Person submitting the bid and the date of submission**

Name, position and signature of the person authorized to bid.

Date of submission of the bid.