



Annex 1

Information to be submitted by bidders

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

1. Itemised price proposal with VAT included.

2. Bidders's identification

Name, legal status, address, phone number, e-mail address.

3. Registration document

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

4. Managerial staff

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

5. Contact person

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

Phone number and e-mail address must be provided, 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

Bidder's statement that its financial and economic standing allows it to timely and completely execute the requested services.



March 1, 2024



8. Experience and knowledge in the required field of services

Information presenting the bidder's experience and knowledge must be provided, in order to allow a proper appraisal of the tenderer's competence to perform the requested services.

9. References

Name and contact details of two references. The Awarding Authority reserves the right to contact these companies to ask for references.

10. Offered price

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

Travel and hotel costs for the selected consultant will only be covered for meetings related to the commission and organised by the Finnish Presidency to and from Helsinki. No per diem will be covered.

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 authorised to bid.

Date of submission of the bid.

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