

Name of the tenderer/
consortium: _____

Address:

EIT RawMaterials GmbH

Knesebeckstr. 62
D-10719 Berlin

_____ (place), _____ (date)

Procurement Procedure

“Digital Marketing Services for the European Raw Materials Academy and European Advanced Materials Academy

Dear Sir or Madam,

We submit the following tender in the aforementioned procurement procedure which we have prepared on the basis of the procurement documents.

In addition to this **Tender Letter**, it consists of the following documents which we acknowledge bindingly and make an integral part of our tender:

- ☒ Service Description (not to be submitted with the tender)
- ☒ Terms of Contract (not to be submitted with the tender)
- ☒ Declaration of Eligibility
- ☒ Declaration on Grounds for Exclusion
- ☐ Declaration on third parties' capacities (submit only, if applicable)



- ☒ Proposal with all requested content (Concept of Approach and Team Presentation)
- ☒ Price List
- ☐ Further annexes (if applicable)

Annex B _____: _____

Annex B _____: _____

Annex B _____: _____

Annex B _____: _____

Annex B _____: _____

Annex B _____: _____

- ☐ We are a single tenderer and provide the following information about our company:

Company:	
Address:	
Telephone:	
Email:	

- ☐ We are a bidding consortium consisting of the following companies:

	Company	Contact Data
1.		
2.		
3.		

The authorised representative of our consortium shall be:

We have prepared our tender on the basis of the procurement documents. We have examined the procurement documents and its annexes in detail and are in a position to assess the services to be awarded with the accuracy required for the submission of a tender.

We acknowledge the provisions of the procurement documents, including the terms of contract and the specifications as binding.

We assure that our tender fully complies with the requirements of the procurement documents. Should our tender be misleading, incomplete, contradictory or unclear in this respect, the interpretation according to which the minimum requirements of the procurement documents are fully met shall apply.

We also confirm that we shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). We will inform EIT RawMaterials immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;

We accept that during the implementation of the contract and for four years after the completion of the contract, the supplier must keep confidential any data, documents or other material (in any form) that is identified as confidential at the time it is disclosed ('confidential information').

We accept that during the implementation of the contract and for four years after the completion of the contract, EIT RawMaterials has the right for the purposes of safeguarding the EU's financial interests, to transfer the proposal and the contract of the supplier to internal audit services, EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office ('safeguarding the EU's financial interests').

- ☐ In order to prove our economic and financial standing, we refer to the capacities of the following third parties pursuant to section 47 (1) VgV:

Total turnover	
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- ☐ In order to prove our technical and professional ability, we refer to the capacities of the following third parties pursuant to section 47 (1) VgV:

References	
Number of employees	

The aforementioned third parties provide evidence of their eligibility in accordance with the contract notice and the application conditions and the forms prescribed therein to the extent that we refer their eligibility. We refer to the enclosed form **declaration on third parties' capacities**.

We offer our services for the conditions and prices quoted in our proposal which is part of our tender.

We will notify any changes to the tender documents, evidence, statements or declarations submitted in good time and without delay. We will answer any queries at the latest, however, within the period set by the contracting authority.

We commit ourselves to our tender until

31 January 2027 (binding period).

The annexes to this tender are an integral part of our tender. We have not changed the given tender letter and the other provided forms - except for possible spatial extensions of the given fields. For further questions and explanations regarding this tender, please contact

Mr/Ms:	
Phone:	
Email:	

We understand that knowingly misrepresenting information may result in exclusion from further proceedings.

Place: _____	Date: _____
First Name, Last Name: _____, _____	

If the tender is not submitted in text form (cf. Section 126b German Civil Code / BGB) by the prescribed means of the procurement platform, it shall be deemed not to have been submitted.