Name and address of the tenderer
(Company name according to Commercial Register)

Place:	
Date:	
Tel.:	
Fax:	
Email:	
VAT ID no.:	
Commercial Register number:	
Court of Registration:	
Institute for Federal Real Estate no.:	

(Name and address of contracting authority)

DEval gGmbH
German Institute for Development Evaluation
Fritz-Schäffer-Str. 26 53113 Bonn
Germany

Letter of Tender

Designation of service:

Measure number	Measure
	Expert on EU accession in the Western Balkans
Award number	Service
2026_0239_EVA4	DEval is looking for an expert for participating in the evaluation as a specialist for EU accession processes in the Western Balkans. The objective of this consultancy is to support the DEval team in evaluating the effectiveness, impact and sustainability of the progress made towards EU accession in Serbia, as well as the relevant contribution of German development cooperation to this progress. The expert will be involved in desk research, preparing data collection, conducting own data collection in virtual interviews, and data analysis as well as supporting the elaboration of conclusions and recommendations. For further details, please refer to the attached terms of reference.

Annexes which form part of the contract (to be marked with a cross and completed and enclosed by the tenderer)

☐		Bill of quantities/specification (short or long version) containing the prices as well as the required information and declarations
☐	234	Tendering consortium
☐	235	List of services/capacities of other companies
☐	248	Declaration on the use of wood products
☐		Variant tender(s)

☐
☐
☐

Annexes which serve to explain the tender without becoming part of the contract (to be marked with a cross and completed and enclosed by the tenderer)

☐ 124_LD Self-declaration of suitability
☐ European Single Procurement Document
☐
☐
☐

1 I/We offer to perform the above service at the prices I/we have stated.

I/we shall be bound by my/our tender until the expiry of the binding period.

2 The final tender amount of the main tender pursuant to the Terms of Reference including VAT is

_____ euros

3 Number of variant tenders

_____

4 Unconditional discount on the invoice amount for main and all variant tenders

_____ %

5 In addition to this Letter of Tender and its annexes, the following form part of my/our tender:

- Standard Official Contracting Rules for Services, Part B (VOL/B), 2003 version
- Documents in accordance with the invitation to tender, annexes - Part B

6 I/We declare that

- I/we fulfil the requirements under trade law for the performance of the service offered.
- I/we accept the wording of the long version of the bill of quantities drawn up by the contracting authority as solely binding.
- any amendments to the tender documents received by me/us are the subject of my/our tender.
- the product proposed by the contracting authority is the content of my/our tender, if parts of the Terms of Reference of the contracting authority include the supplement 'or equivalent' and no product details (manufacturer and type designation) have been entered by me/us.
- in the event that I/we have submitted more than one variant tender, my/our tender also includes the cumulation of the variant tenders that are not mutually exclusive.
- I/we will pay liquidated damages equal to15 per cent of the gross invoice amount of this contract if I/we have demonstrably entered into an agreement in connection with the award which constitutes an unlawful restriction of competition, unless I/we can prove lesser damages.

Signature (for written tender)
If • **in the case of a tender submitted electronically in text form, the tenderer is not discernible,** • **a written tender is not signed at this point, or** • **an tender submitted electronically that must be signed/electronically sealed, is not signed/electronically sealed as specified,** **the tender will be excluded.**