Name and address of the tenderer/bidding consortium

_____

_____

_____

_____

_____

Place Date

Offer Letter
(Negotiation procedure with prior call for competition in accordance with GWB, SektVO)

Internal identifier	Procurement procedure
[…]	**Benthic (benthos) Survey (TW and EEZ)**

Attachments that that must be completed and submitted and become part of the contract:

☐ Offer Document A_Tenderer Name: Cover Letter (template: A.6 Offer Letter)
☐ Offer Document B_Tenderer Name: Method statement
☐ Offer Document C_ Tenderer Name: Risk and task management
☐ Offer Document D_ Tenderer Name: Project organisation plan
☐ Offer Document E_Tenderer Name: HSE plan
☐ Offer Document F_Tenderer Name: Pricing Sheet (template: B.3 Pricing Sheet)
☐ A.1 Forms and Proofs (Eligibility) including the required forms and proofs, form 1.1, 1.2, form 2, form 4, form 5 and form 8, insofar as changes have occurred since the request for participation
☐ Documents in accordance with Attachment A.2 Evaluation Matrix, insofar as changes have occurred since the request for participation
☐ B.4 List of negotiation clauses
☐ B.5 Declaration GDPR Obligation
☐ B.6 Self-declaration Code of Conduct
☐ B.7 Self-declaration scope
☐ B.9 Self-declaration on Compliance with Collective Bargaining Commitment
☐ B.10 Self-declaration vessel

Attachments that become part of the contract:

☐ B.1 Scope of Work
☐ B.2.1 Form of Agreement including all Appendices
☐ B.2.2 General Conditions
☐ A.1 Forms and Proofs (Eligibility) including the required forms and proofs, form 1.1, 1.2, form 2, form 4, form 5 and form 8
☐ Documents in accordance with Attachment A.2 Evaluation Matrix, insofar as changes have occurred since the request for participation

Attachments that that are to be completed and submitted without becoming part of the contract:
☐ Where applicable, European Single Procurement Document (ESPD)
☐ A.1 Forms and Proofs (Eligibility) including the proofs (except the above-mentioned forms), insofar as changes have occurred since the request for participation.

1. **I/We hereby offer the execution of the above-mentioned service at the prices used by me/us in Attachments B.3 Pricing Sheet**

   I/we are bound to my/our offer until the end of the binding period.

2. **In addition to this offer letter, my/our offer includes the attachments mentioned above as being part of the contract.**

3. **I/We commit myself/ourselves in particular to comply with**
   - **the general conditions,**
   - **of the information on data protection.**

4. **I/We declare that**

   - **I/we meet the requirements under trade law for the performance of the service offered.**

   - **I/we acknowledge the wording of the Scope of Work written by the contracting entity as primarily binding.**

   - **Any amendments to the tender documents by the contracting authority received by me/us are part of my/our offer.**

   - **The service specification proposed by me/us is the content of my/our offer and must comply with the Scope of Work.**

   - **All declarations and information provided by us in connection with this procurement procedure are accurate and complete.**

   - **Provisions, requirements and information in the publication notice and tender documents are understandable, and not ambiguous or unclear and, in case of ambiguities or unclear content, we have informed the contracting authority without delay and asked for clarification or additional information.**

- **Any changes in connection with declarations and information provided by us have been and will be notified to the contracting authority without delay.**
- **The contracting authority has the right to request further explanation and proofs for lacking information/documents in accordance with legal requirements, in particular with § 51 SektVO.**

Tenderer

		Full name
Place	Date	Signature

Note:
Text form pursuant to section 126b of the German Civil Code *(Bürgerliches Gesetzbuch – BGB),* is sufficient. In case of a bidding consortium, the signature in text form of the authorized person of the member of the consortium which has been authorized as representative of the bidding consortium is sufficient.