

PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER

1. TENDERER'S INFORMATION

Submitted by:

	Name(s) and address(es) of legal entity or entities submitting this tender
Tenderer	

Contact person:

Name	
Address	
Telephone	
e-mail	

2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services / supplies / works by us is provided in the next point.

In addition to that we confirm that our organisation/company is fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in the point 2.3.3. in the PRAG Manual (*apply as appropriate*).

Furthermore we agree to abide by the ethics clauses in Section 2.4.14 of the PRAG Manual (*apply as appropriate*) and have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender



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Partners in the project:



3. TECHNICAL OFFER

The tenderers are required to provide technical offer, based on the requirements indicated by the contracting authority in the Part A: Information for the tenderer, Point 2: Technical information.

The tenderers are encouraged to provide details on the planned services, including detailed specifications and/or brand names.

No.	Title of item	Technical offer – the services provided by the tenderer on the basis of contracting authority’s enquiry in the Part A, Point 2	Tenderer’s proposed time frame	Proposed inputs by the tenderer (the tenderers are encourage to provide detailed information, for example qualifications of the proposed staff)
1.1.	- <i>Decoration</i>	Area decoration		
1.2.	- <i>Equipment rent</i>	Equipment rent (speakers/microphones/lights/projector/screens etc)		
1.3.	- <i>Promo material</i>	4 banners, 100 posters		
1.4.	- <i>Photo/Video</i>	Photo-video coverage		
1.5.	- <i>Catering</i>	Catering (coffee/refreshments/finger food) for 500 participants		
1.6.	- <i>Info material</i>	Informative material		
1.7.	- <i>Invitations</i>	Development and dissemination of Invitations-programme		
1.8.	- <i>Press releases</i>	Mass media promotion of the event- Press conference/releases		
1.9.	- <i>Security</i>	Security servicess		



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4. FINANCIAL OFFER

The offered total price for the services indicated in the previous point is:

EUR

The offered price includes implementation/delivery of described items as well as all accompanying costs, for example transport, logistics, material costs, when required.

Name	
Signature	
Date	



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ΜΟΥΣΕΙΟ ΤΗΣ ΑΛΦΑΒΗΤΗΣ