# ***Annex 1:* Format of Offer to Be Provided By the Tenderer**

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| contracting authority: Planning and development Agency -Lebanon  Contact person: Hawraa Mahfouz  Title of the tender: call for expert in **media and digital communication tools** in GREENLAND project  Reference number: B\_A.3.1\_0048 - 008 |

1. **TENDERER’S INFORMATION**

**Offer submitted by**:

|  |  |
| --- | --- |
| Name of legal entity or entities submitting the tender |  |
| Address |  |
| Legal registration number |  |

**Contact person**:

|  |  |
| --- | --- |
| Name |  |
| Telephone |  |
| e-mail address |  |

1. **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*** is provided in the technical offer.

In addition, I confirm that our entity is fully eligible for providing ***services*** under a contract financed by the EU and it is not in any of the situations that would mean an exclusion from a tender.

Finally, I declare to have no conflict of interest with any other concerned party in the tender procedure at the moment of submitting this tender.

1. **TECHNICAL OFFER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Title of item | Description of services offered | Proposed timeframe | Proposed inputs |
| 1 |  |  |  |  |
| n |  |  |  |  |

Please provide details on the offered ***services*** by using the standard tables below and by adding any other relevant information and/or documentation.

1. **FINANCIAL OFFER**

The total price for the offered ***services*** is <XX.XXX,XX><EUR. This price does not include VAT[[1]](#footnote-1).

The offered price includes the execution/delivery of the items described in the technical offer, as well as all the related incidental costs, such as transport, logistics, etc., when required.

Please provide the detailed breakdown, include the number of expert days and the daily fees, as well as the breakdown of the incidental costs.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

1. Beneficiaries of ENI CBC grants in Mediterranean Partner Countries may be tax exempted, so the contractors must issue the invoices without VAT [↑](#footnote-ref-1)