Annex 1: Submission Letter

[insert: *Location*], *[insert: Date]*

To: GWP-MED, c/o MIO-ECSDE, 12 Kyristou str. 105 56 Athens, Greece

Dear Sir/Madam:

 We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Call for Offers dated [*insert: Date*] and our Offers. We are hereby submitting our Offer, which includes the Technical Offer and Financial Offer sealed under a separate envelope.

We hereby declare that:

1. All the information and statements made in this Offer are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or GWP-MED/MIO-ECSDE.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this Call for Offers.

We agree to abide by this Offer for [insert: period of validity as indicated in Call for Offers].

We undertake, if our Offer is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that GWP-MED/MIO-ECSDE is not bound to accept this Offer, that we shall bear all costs associated with its preparation and submission, and that GWP-MED/MIO-ECSDE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

 Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details :

[please mark this letter with your corporate seal, if available]