**ANNEXES**

**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 Request for Offers dated [*insert: Date*]. We are hereby submitting our Offer as requested and

We hereby confirm that:

1. All the information included in our offer are true;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of the EU, 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;
4. We have no pending obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which we are established and
5. We do not employ, nor anticipate employing, any person who is or was recently employed by 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 Request for Offers .

We confirm that our offer is bidding for a period of [insert: number of months].

We confirm that if our offer is accepted, will provide the services in the requested timeframe.

 Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details :