**Appendix 1**

**TENDER**

concerning

the procurement of ausschreibungsgegenstand

Type of Tender procedere:

for e.g. negotiated Procedure without prior publication

**TENDER COVER SHEET**

**I. Contract Awarders**:

|  |  |
| --- | --- |
| 1. | [Institution 1] |
| 2. | [Institution 1] |

**II. Subject matter of the Tender**

Procurement of [Ausschreibungsgegenstand]

**III. Contact person and sole contact address**

Geschäftsstelle Kooperation E-Medien Österreich, Raimundgasse 1/3, 1020 Wien, Österreich

(Head Office of the Austrian Academic Library Consortium, Raimundgasse 1/3, 1020, Austria)

[emedien-tender@obvsg.at](mailto:emedien-tender@obvsg.at)

**IV. Deadline for submission of Tenders**

[Date, time]

**V. Composition of the Tender Documents**

* Tender Cover Sheet (Appendix 1)
* Performance Contract (Appendix 2/1-…)
* Price Offer Form (Appendix 3)
* Tenderer’s Declaration (Appendix 4)
* Tenderer‘s Self-Declaration of Suitability (Appendix 5)
* Self-Declaration of Suitability of (other) subcontractors (Appendix 5a)
* List of Sub-contractors (Appendix 6)
* Declaration of Commitment of a Necessary Subcontractor (Appendix 7)
* Joint and Several Liability Form for Sub-contractors (Appendix 8)
* Sales Self-Declaration Form (Appendix 9)
* Letter of Comfort Form for Affiliated Companies and/or Third Parties (Appendix 10)
* References Self-Declaration Form (Appendix 11)

**VI**. **Mandatory documents to be submitted with the Tender (completed and signed):**

* Tender Cover Sheet (Appendix 1)
* Price Offer Form (Appendix 3)
* Tenderer’s Declaration (Appendix 4)
* Tenderer’s Self-Declaration of Suitability (Appendix 5)
* List of all Sub-contractors (Appendix 6)
* Sales Self-Declaration Form (Appendix 9)
* References Self-Declaration Form (Appendix 11)

**VII. Other documents submitted**

Accompanying letter □ Yes □ No

Proposals for negotiation □ Yes □ No

**VIII. Price offer:**

Based on the Tender Documents (see above, VI.), the Tenderer submits the price offer as defined in Appendix 3 of the Tender Documents.

**IX. Information on the Tenderer or, the bidding consortium (each member must be named)**

Name of Tenderer:

Address:

Fax:

ANKÖ-Nr (if available):

**X. Authorized representative for the transaction of the contract-awarding procedure and the Contract, who will hold himself/herself available in all matters concerning the contract-awarding procedure and the Contract**

Mr/Ms:

Contact address:

Telephone:

Email:

**By its signature on the present document, the Tenderer accepts all parts of the Tender Documents without reservations and declares that it has drawn up its Tender exclusively on the basis of the same:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenderer (company name as entered in the Commercial Register)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company stamp, legally valid signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory in capitals

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, date