

4.3. Content of the submission under step 2: what documents to submit with the tender?

The documents to be submitted with the tender are listed in *Annex 2*.

The following requirements apply:

- *Cover letter* signed by an authorised representative of the tenderer.

The letter must clearly indicate:

- the procedure reference number and title,
- the name of the tenderer (in case of a *joint tender* the names of all members of the group and the name of the *Group leader*)⁸,
- if applicable, the names of identified subcontractors as well as their tasks during contract execution,
- the period of tender validity (in the absence of such indication the *Contracting Authority* shall assume that the tender is valid at least for the minimum validity period set in the Invitation letter),
- confirmation of acceptance of all terms and conditions of the Tender Specifications and the Draft Contract.

- *Technical offer*.

The technical offer must provide all the information needed to assess the compliance with the Technical specifications document (Tender specifications – part 2) and the award criteria. It must include a preliminary process & instrumentation diagram (P&ID) along with a parts list for the Equipment.

- *Financial offer*.

A complete financial offer, including the breakdown of the price needs to be provided. For this purpose, the Financial Model in *Annex 7* shall be completed, duly signed and provided. Please note that the tenderers are required to provide the prices for all the options (I to V) and not quoting those means that the offer will be rejected. The *Contracting authority* has no obligation to buy the options and options IV and V can be purchased at any time during the contract.

The financial offer shall be:

⁸ Changes in the composition of the group are prohibited save in the exceptional circumstances set out in section 2.3.1 *Joint tenders*.