

### Annex 2.3 Documentation provided by bidder

| Documents provided by Bidder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Confirmation of providing the information (+) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 1. Technical proposal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                               |
| <p>2. A brief description of the bidder's company / organization (Bidders must be legally registered under the laws of the Ukraine in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work):</p> <p>Full legal name and address</p> <p>Corporate and tax registration documents</p> <p>Year business was started or established</p> <p>Full name of the legal representative (president or managing director) of the company</p> <p>Proof that Bidders legally registered under the laws of the Ukraine in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.</p> |                                               |
| 3. Portfolio of previous relevant work (design samples)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               |
| 4. List of key personnel (designers / technical staff) (Lot 2 only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |
| 5. Confirmation of ability to meet delivery timelines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                               |
| 6. Confirmation of compliance with International IDEA branding requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |
| 7. Signed Declaration of Honour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| 8. Confirmation of environmentally friendly paper stock (Lot 2 only; for reference. Technical assessment will be conducted under Section 4).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |
| 9. Evidence of capacity to produce materials in the Ukrainian language (e.g. samples of previous work in Ukrainian, or statement of Ukrainian-language capacity) — mandatory eligibility requirement applicable to all Lots.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |
| 9. Financial proposal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                               |

Date:

Signature:

Position:

Please **specify** and submit **each** requirement listed under this list **as a separate with the documents titled**. All large files should be submitted in separate emails, duly labelled (email 1 of 2 etc., as relevant)