

Annex 2.3 – Documentation provided by Bidder

Please specify and submit each requirement listed below. Technical and Financial proposals must be submitted in separate files, duly labelled, and a separate set of documents must be submitted for each Lot the bidder applies for. Large files should be sent in separate emails, duly labelled (email 1 of 2, etc., as relevant).

Documents provided by Bidder	Confirmation (+)
1. Technical proposal, submitted as a separate file per Lot and clearly labelled. Price must not be mentioned in the technical proposal. (details under Section 4)	
2. Eligibility – Ukrainian registration (pass/fail): proof of legal registration under the laws of Ukraine (company registration certificate or equivalent official document), confirmation that the bidder's office is based in Ukraine, and relevant licenses, permits and government approvals necessary for performance of the work.	
3. Eligibility – Ukrainian language and campaign (pass/fail): written confirmation (statement with signature) that all services, deliverables, content and campaign materials will be produced and delivered in Ukrainian, and that key proposed experts (communications, editorial, and creative roles) have professional working proficiency in Ukrainian.	
4. A brief description of the company / organisation and an outline of recent experience on assignments of a similar nature.	
5. Portfolio of previous relevant work – at least three (3) examples with description, including Ukrainian-language work, and reference contacts.	
6. List of key personnel with CV(s), demonstrating relevant experience in communications, crisis communications, design, multimedia, and editorial work, across the required profiles for the Lot(s) applied for.	
7. Completed and signed Declaration of Honour Form. For Section VI – Declaration on honour on restrictive measures: Please tick “YES” to confirm that the candidate/tenderer is not subject to any restrictive measures or sanctions as described in this section.	
8. Financial Proposal – expert daily rate schedule (Annex 2.2), submitted as a separate file, per Lot, and costed in EURO.	

Date: _____

Position: _____

Signature: _____