

Annex 2.4 Documentation provided by bidder

Documents provided by Bidder	Confirmation of providing the information
Technical proposal	
(i) 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):	
Full legal name and address	
Corporate and tax registration documents	
Year business was started or established	
Full name of the legal representative (president or managing director) of the company	
Name of any individuals or entities that own 50% of more of the company	
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.	
(ii) Evidence of successful completion for no less than (3) projects of a similar size and complexity – references from previously completed projects	
(ii) A document signed by an officer or authorized representative of the bidder that the bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.	
(iv) Proof of authorization from Microsoft - authorization letter confirming the bidder's right to supply licenses for the Microsoft software specified in Annex 2.2	
(v) Timeline for the delivery of Licences	
Signed Declaration of Honour	
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)