

<Letterhead, if any>

NB: The present cover letter should be duly signed and included in your offer. Please fill in, modify accordingly and/or delete all text in italics.

EUROPEAN COMMISSION

**Attn: Unit DIGIT/A3
Office MO15 07/P001
Rue Montoyer 15
1000 BRUSSELS**

<Place>, <Date>

Subject: Negotiated Procedures DIGIT/A3/PN/2017/040 (Microsoft High-Level Services) and DIGIT/A3/PN/2017/041 (Microsoft Licenses)

Dear Mr Bilbao,

Having read the Tender Specifications and related terms and conditions, we are pleased to submit an offer for the above-mentioned Negotiated Procedure on behalf of:

[official name in full]

[official legal form]

[statutory registration number]

[official address in full]

[VAT registration number]

Our tender <includes/does not include> Identified Subcontractors <as follows>:

<Please list all Identified Subcontractors with their full and precise names, VAT numbers and registered addresses>

Our offer is fully compliant with all the terms and conditions of the tender requirements, which we accept without any limitation, reservation, restriction or conditionality. The offer remains valid for 9 months from the deadline for submission of tenders.

We remain at your disposal for any further information you may require. For this purpose you can contact directly the following duly authorised person – single point of contact for this call for tenders:

[Mr/Mrs/Ms [complete]

[Function]

[Company name]

[Contact address in full]

[Contact details (e-mail, tel., fax)]

<In case the above person is not a legally authorised to represent the tenderer, please include the following text:>

[We grant hereby to the above mentioned person all the necessary power to act as an authorised representative in the name and on behalf of [name of the company] in connection with the submission of the offer and all relevant questions, clarification requests, notifications etc. that may be received during the evaluation, award and until the contact signature.]]

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Yours faithfully,

[[Company name]

[Forename/Surname]

[Function]]

[signature[s]: _____