Tender Reference	AML-TV-M-2026-17
Date	11-11-2026

Invitation to the Tender for Procurement of essential medicines for action medeor labworks GmbH **(AML) for warehouse Tönisvorst, Germany**

Dear Sir/Madam;

action medeor labworks GmbH, hereinafter referred to as AML, is pleased to invite your company to participate in the tender process for the supply of goods under Tender Reference **AML-TV-M-2026-17** The objective of this tender is to select a qualified supplier(s) capable of providing the required goods in accordance with the technical, quality, regulatory, delivery, and commercial requirements outlined in the attached tender dossier.

AML's procurement activities are governed by the principles of **impartiality, transparency, open competition, fairness, equal treatment, and compliance with applicable rules and regulations.**

- ✓ **PURPOSE OF THE INVITATION**

With the present letter, we would like your company to submit your best offer for the provision of essential medicines for action medeor labworks GmbH for our warehouse in Tönisvorst, detailed in **Annex 2 BOQ_ AML-TV-M-2026-17**.

This invitation to the tender is aiming to identify the most reliable contractor providing the best value for money. In order to assure the quality, AML seeks for their standard of qualitied for each item requested.

- ✓ **INSTRUCTIONS TO SUBMIT THE PROPOSAL**
- ➢ **Offers should be submitted on or before 26 November 2026, 12.00 CET** (submission deadline) to the attention of **Ms DANIELA CHACON – Procurement department.**
- ➢ **In electronic format by E-mail to:** tender@thelabworks.de
- ➢ All offers and correspondence with AML must refer to the Tender Ref: **AML-TV-M-2026-17**
- ➢ The bidder can provide Offer for one or more lots listed in **Annex 2 BOQ_ AML-TV-M-2026-17**.
- ➢ It shall remain bidder responsibility to ensure that your proposal will reach the addresses above on or before the deadline. Offers that are received by AML after the deadline above mentioned, for whatever reason, shall not be considered for evaluation.
- ➢ Should you require Further Information or Clarification on the TENDER requirements, please contact Ms. DANIELA CHACON in writing on or before 18/11/2026 (Clarification Request deadline) to the following email address: tender@thelabworks.de

AML will endeavour to respond within five (5) working days from receiving a clarification request.

- AML is under no obligation to respond to clarification requests received after the Clarification Request Deadline.

✓ **OFFER REQUIRED DOCUMENTATION**

The following shall constitute the Offer full documentation to be submitted by the Bidder.

3.1 **Essential and Quality Requirements** documentation as listed in Annex 1.

3.2 **Financial Proposal**

- ✓ on Company Letterhead:
- ✓ Dated, signed, stamped
- ✓ with *Payment Conditions*
- ✓ with *Delivery Time* (n° of days to deliver the goods to final destination upon receipt of the Purchase Order**)**
- ✓ with *Offer Expiration Date* (not less than 2 months from submission date)

3.3 **"Annex 2 BOQ_ AML-TV-M-2026-17**"

The Bidder shall submit the above-mentioned Excel file, duly completed, in both **PDF and XLS/XLSX format**.

Please follow the instructions below when completing the Excel file.

a. Action medeor labworks – READ ONLY

The following fields are completed by action medeor labworks (AML) and are read-only. Bidders shall not modify these fields.

- ✓ **Lot:** Identifies the lot under which the item is grouped for tendering and evaluation purposes, (already filled in);
- ✓ **Item No.:** Unique reference number assigned to each requested item, (already filled in);
- ✓ **Item Description (Brand-Free):** Generic description of the requested product, without reference to a specific commercial brand (already filled in);
- ✓ **Requested Unit of Measurement (UOM):** Unit of measurement in which the required quantity is expressed, e.g., tablet, capsule, vial, ampoule, bottle, sachet or unit, (already filled in);

- ✓ **Requested Quantity (Units):** Total number of individual units required by AML, expressed according to the Requested UOM, (already filled in);
- ✓ **Requested Pack Size**: Required or preferred number of individual units contained in one pack, e.g., 1,000 tablets/box or 50 vials/box, (already filled in);
- ✓ **Requested Quantity (Packs):** Number of packs corresponding to the Requested Quantity (Units) based on the Requested Pack Size, (already filled in);

b. SUPPLIER/MANUFACTURER – TO BE COMPLETED BY THE BIDDER

The Bidder shall complete the following fields for each item offered:

- ✓ **Supplier** → name of the company submitting the offer;
- ✓ **Manufacturer Name** → full name of the Manufacturer (NO abbreviation);
- ✓ **Manufacturer Site** → full name and location of the manufacturing site where the offered product is manufactured;
- ✓ **Country of Origin** → full name of the Country of manufacturing (NO abbreviation);
- ✓ **Offered Unit of Measurement (UOM)** → unit of measurement in which the required product quantity is expressed, e.g., tablet, capsule, vial, ampoule, bottle, sachet or unit;
- ✓ **Offered Pack Size (units/pack)** → number of individual units contained in each offered pack. The bidder shall state the actual commercial pack size offered, e.g., 500 tablets/box or 10 vials/box;
- ✓ **Offered Quantity (Packs) – Automatic Calculation** → total number of packs corresponding to the quantity offered. **This field is automatically calculated and shall not be modified;**
- ✓ **Price per UNIT** → price per individual unit according to the Offered UOM, excluding any ambiguity regarding pack size
- ✓ **Price per Pack** → price for one complete offered pack according to the Offered Pack Size, Pack including the transportation cost based on the incoterm offered (FCA or DAP);
- ✓ **Total Price (Packs) – Automatic Calculation** → total price of the offered quantity, calculated based on the Offered Quantity (Packs) and Price per Pack including the transportation cost based on the incoterm offered (FCA or DAP). **This field is automatically calculated and shall not be modified;**
- ✓ **Currency** → currency in which the prices are quoted, preferred EUR;
- ✓ **Incoterm** → applicable Incoterm for the offer, including the agreed delivery term (FCA or DAP). The applicable Incoterms version should be stated in the tender conditions;
- ✓ **Dap Transport cost** → total transportation cost from the supplier's premises or agreed dispatch point to the final delivery destination specified in the tender, applicable to the offered quantity.
- ✓ **Delivery Time for Stock on Hand (days)** → number of calendar days required for goods already available in stock to be ready/delivered in accordance with the delivery conditions specified in the tender;

- ✓ **Lead Time – Manufacturing, QC & Transport (days)** → total lead time in calendar days for products not available from stock, including manufacturing, quality control/release activities and transport in accordance with the specified delivery conditions;
- ✓ **Shelf Life (months)** → specify the minimum remaining lifetime on delivery expressed in number of months;
- ✓ **Shelf Life for Stock on Hand (months)** → specify the minimum remaining lifetime on delivery expressed in number of months for stock on hand;
- ✓ **Regulatory and Quality Standards Compliance (please indicate the applicable standards from dropdown menu and provide supporting documentation)** → Applicable quality and/or regulatory evidence supporting compliance with the tender requirements. The bidder shall select the appropriate option from the drop-down menu and attach the corresponding supporting documentation;
- ✓ **Certificate of Analysis COA (YES/NO)** → indicate if Certificate of Analysis is provided in the full proposal. Select one of the two options YES or NO;
- ✓ **Certificate of a Pharmaceutical Product CPP** → indicate if Certificate of a Pharmaceutical Product is provided in the full proposal. Select one of the two options YES or NO;
- ✓ **Remarks** → any relevant additional information, clarification, deviation or comment concerning the offered item.

✓ **GENERAL CONDITIONS AND TENDER INSTRUCTIONS**

a. All documents must be submitted **in PDF format**, duly **signed and stamped**. **Digital signatures** on the required documents are accepted.

b. The attached **Annex 2 BOQ_ AML-TV-M-2026-17** must be fully completed and submitted **in both Excel format and pdf**.

c. Only offers that **meet all the Essential Requirements** described in **Annex_1** will be eligible for evaluation. The selection will be based on the **highest-scoring offers,** according to the **Evaluation Criteria** outlined in **Annex_1**.

d. Bidders may propose an alternative product only if it contains the **same active pharmaceutical** ingredient (API) and the **same dosage form** as the requested product. Any alternative product must be clearly identified as such in **Annex 2 BOQ_ AML-TV-M-2026-17** and must comply with all applicable essential, quality, and technical requirements.

e. The bidder may be requested to clarify terms and conditions or to correct clerical errors in the submitted offers, **provided that such changes do not alter the substance of the offers**.

f. AML is not bound to accept any offer, nor award a contract/purchase order, nor be responsible for **any costs associated** with your preparation and submission of the offer, regardless of the conduct or outcome of the selection process.

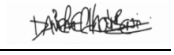
g. AML will not tolerate any practices that violate its Code of Ethical Conduct, with particular reference to fraud and corruption. The tenderer acknowledges having reviewed and accepted the Declaration of Ethical and Lawful Activities (Annex_3) by signing the original document.

Please take note of the following additional requirements and conditions pertaining to the supply of the goods object of this Tender:

Procurement Procedure and Reference	**Tender for Procurement of essential medicines for action medeor labworks GmbH (AML)** **Tender Reference: AML-TV-M-2026-17**
Deadline for Application	**26 November 2026, 12.00 CET**
Language of the Offer	English
Deadline for Clarification Requests	18-11-2026
Deadline to respond to clarifications	20-11-2026
Method to send the clarifications	**Electronic format to:** tender@thelabworks.de
Deadline for Submission of Offer	26-11-2026, 12 CET
Award Notice	17-12-2026
Person in charge for AML's Procurement process	Daniela Chacon
Method to send the offer allowed	**Electronic format to:** tender@thelabworks.de
Product List	Annex 2 **BOQ_ AML-TV-M-2026-17** **The offer is divided into 17 batches.**
Delivery Time	Express in days
Delivery address	Tönisvorst/Germany
Currency	Euro
Documents required for delivery	✓ Invoice & Packing List ✓ Airwaybill or B/L or CMR ✓ COA, COO
Mandatory Information to be indicated in transport document	✓ AML Purchase Order (PO) number ✓ Tender reference number ✓ Consignee / Delivery address ✓ Supplier / Shipper name and address ✓ Description of goods

	✓ AML article number / item reference, if applicable ✓ Customs Tariff Number for each item ✓ Quantity and number of packages ✓ Batch / Lot number, where applicable ✓ Production date ✓ Expiry date, where applicable ✓ Gross and net weight ✓ Number and type of packages, e.g. cartons, pallets ✓ Dimensions of packages or pallets ✓ Country of origin ✓ Date of dispatch ✓ Incoterm, including named place ✓ Special transport/storage conditions, if applicable, e.g. *Keep between +2°C and +8°C* ✓ Dangerous Goods information / UN number, if applicable
Evaluation Criteria	✓ Quality 20% ✓ Best Offer (Lowest / Most Competitive Price) 60% ✓ Terms of Supply 20%
Partial Bids / Partial Awards	Partial Award allowed
Right of Access	The Contractor shall grant **action medeor labworks**, its authorized representatives, auditors, or any organization duly mandated by it, full and on-the-spot access to premises and documents relevant to the performance of the contract.
Annexes to this Tender	✓ Annex 1_Requirements and Award process ✓ Annex 2_BoQ_AML-TV-M-2026-17 ✓ Annex 3_Bidder Declaration – Ethics/Integrity/Sanctions ✓ Annex 4_BID Submission Form ✓ Annex 5_Bidder Declaration – Compliance Statement Product qualification ✓ Annex 6_Technical specifications ✓ Annex 7_Check List returnable Bidding Documents
Offer validity	60 days

Sincerely yours,

Action medeor labworks **Authorized Representative**	**BIDDER** **Authorized Representative**
Name: Daniela Chacon_____	Name: _____
Title: Procurement_____	Title _____
Date: 11/11/2026_____	Date: _____
Signature: ___	Signature: _____

ANNEX 1 - REQUIREMENTS AND AWARD PROCESS

Stage 1: Eligibility and Administrative Compliance

All submitted offers, together with the required supporting documentation, will be reviewed to verify their completeness and compliance with the mandatory eligibility and administrative requirements of the tender.

Offers that fail to meet the mandatory requirements specified below, or that are incomplete due to missing information or documentation, may be rejected at this stage. Action medeor labworks GmbH reserves the right to request clarifications or additional supporting documentation where appropriate, provided that such clarification does not result in a material modification of the submitted offer.

Any offer rejected during Stage 1 will be excluded from further evaluation and will not proceed to Stage 2.

The following documents may be requested to verify the bidder's eligibility:

1. Certificate of registration / extract from commercial register
2. Tax registration and, where applicable, VAT certificate
3. Recent tax clearance, if available
4. Audited financial statements or equivalent financial documentation for the last three (3) completed financial years.
5. Comparable contracts and references may be requested where relevant, in particular for new suppliers, new products or unfamiliar product categories.
6. Any specific licenses required for the products (e.g. wholesaler license, manufacturer authorization).
7. Bidder declaration

Where supporting documents are already available to action medeor labworks GmbH from previous supplier qualification, previous tenders or ongoing supplier records, and where such documents are still valid, current and applicable to the present tender, action medeor labworks GmbH may rely on these documents instead of requesting re-submission.

This does not waive the eligibility requirements. action medeor labworks GmbH may request updated or additional documents from any bidder where documents are missing, outdated, incomplete or not sufficient for the specific tender.

Stage 2: Evaluation of Compliant Offers

Bidders who successfully pass Stage 1 will proceed to Stage 2. Their offers will be evaluated against the criteria and methodology set out below.

EVALUATION CRITERIA MATRIX	WEIGHT %
QUALITY	20%
BEST OFFER (lowest/most competitive price)	60%
TERMS OF SUPPLY / DELIVERY TIME	20%

Sub-Criteria Quality	%	Minimun Requirements	Evaluation	Scoring / Result
GMP	50%	GMP Issued by SRA/WLA	Weighted	SRA/WLA-ML4/WHO PQ = 100% WHO Maturity Level 3 = 50% NRA = 0
Labeling Language	25%	English	Weighted	English Only = 25% E + 1 additional Language = 50% E + 2 additional Language = 75% E + 3 additional Language = 100% No English = **Fail**
Exp date	25%	Minimun exp 24M	Weighted	≥ 36 months = 100% ≥ 24M = 50% <24M =0%

Legend:
SRA: Stringent Regulatory Authority
WLA: WHO Listed Authority
ML: WHO Maturity level
E: English

Sub-Criteria Terms of Supply	%	Minimun Requirements	Evaluation	Scoring / Result
Estimated Lead Time to Delivery (including Manufacturing, QC and Transport)	80%	No more 100 days	Weighted	60 days delivery = 100% 61-210 days delivery = 50% > 210 days delivery = 0%
Incoterms	10%	FCA, DAP	Pass- Fail	
Payment Condition	10%	Without Pre-Payment	Weighted	Without Pre- Payment value = 100% Less 50% Pre-Payment value = 50% Pre-Payment 100% value Order = 0%

a) 2.1 Quality Requirements

The products offered for each lot must comply with the following minimum **Quality Requirements** and **Technical requirements** specified in the tender documentation.

The following constitute minimum requirements, as applicable to the product:

- ✓ Compliance with relevant pharmacopoeia or technical standards (e.g. Ph. Eur., WHO guidelines), as applicable.
- ✓ Minimum remaining shelf life on delivery: Minimum 24 months or 80% Shelf-life.
- ✓ Required languages for labelling, packaging and/or instructions: Minimum English, plus French, Spanish and Portuguese.
- ✓ Compliance with required storage and transport conditions. Transport temperature controlled <25°C.

Quality and regulatory Documentation

Compliance with the applicable quality and regulatory requirements shall be demonstrated through the documentation specified in the tender, which may include, as applicable:

1. Proof of Marketing Authorization issued by an SRA/WLA or
2. Proof of Prequalification by WHO or
3. Statement of Compliance with action medeor labworks Prequalification for Products or
4. Filled product questionnaire

AML may request completion of the applicable annexes and additional quality documentation as part of the qualification and award verification process. Where the submitted quality documentation does not meet the applicable minimum requirements, AML reserves the right to reject the respective product or withdraw a conditional award.

Information to be provided in the Tender Excel File

For each product offered, bidders shall complete the required fields in the tender Excel file and attach, where applicable:

1. Shelf Life (n° of month)
2. Country of Origin
3. Manufacturer Name
4. Proof of Compliance with Quality and Regulatory Requirements
5. Certificate of Analysis (COA) – attachment required
6. Certificate of Pharmaceutical Product (CPP) – attachment required

b) 2.2 Terms of Supply

Compliant offers will be evaluated against the Terms of Supply requirements specified in the tender.

The evaluation will include the following criteria:

- ✓ **Delivery time / Lead time**: The proposed delivery time will be evaluated according to the following scoring scale:
  - **Up to 60 days:** 100%
  - **61–210 days:** 50%
  - **More than 210 days:** 0%
- ✓ **Incoterms:** FCA/DAP as Pass/Fail
  - **FCA or DAP:** Pass
  - **Other Incoterms:** Fail
- ✓ **Payment conditions:** Payment conditions will be evaluated according to the percentage of prepayment required:
  - **No pre-payment required:** 100%
  - **Pre-payment of up to 50% value order:** 50%

- **Pre-payment above 50% value order:** 0%

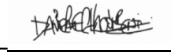
c) Evaluation

During the evaluation process, Action medeor labworks GmbH may request clarification or additional information from bidders where necessary to verify submitted information.
Shortlisted or provisionally selected bidders may also be subject to additional due diligence, supplier qualification and/or audit requirements before the final award.

All offers will be evaluated in accordance with the principles of transparency, open competition, fairness and respect for rules and regulations.

Stage 3: Award

Offers that successfully meet the applicable eligibility, quality and technical requirements will be evaluated by an **Evaluation Committee** in accordance with the evaluation methodology and criteria established in the tender documentation.
Only offers meeting the applicable mandatory minimum requirements will be considered for award.
The contract may be awarded **on a lot-by-lot basis to the highest-scoring compliant offer**, in accordance with the evaluation criteria and weighting established in the tender documentation.
Action medeor labworks GmbH reserves the right to verify the information and supporting documentation provided by the bidder before confirming the final award.

action medeor labworks **Authorized Representative**	BIDDER Authorized Representative
Name: Daniela Chacon	Name: _____
Title: Procurement	Title _____
Date: 11/11/2026	Date: _____
Signature: 	Signature: _____

ANNEX 2 – BOQ_ AML-TV-M-2026-17

Lot	Item No.	Item Description (brand-free)	Requested Unit of Measurement (UOM)	Requested Quantity (Units)	Requested Pack Size	Requested Quantity (Packs)
1	208102000	Albendazole 400 mg tablets	Tablet	250,000	500	500
2	209117000	Amoxicillin 125 mg/5 ml powder for oral suspension, bottle (100ml)	Bottle	96,000	120	800
3	209126000	Amoxicillin 250 mg capsules, blister, 10*10	Capsule	3,000,000	100	30000
4	204100000	Atropine sulfate 1 mg/ml injection BP, ampoule (1 ml)	Ampoule	5,000	10	500
5	209103000	Benzylpenicillin sodium for injection 5 mega	Vial	100,000	50	2000
6	203102000	Chlorphenamine maleate 4 mg tablets BP	Tablet	250,000	1000	250
7	209133000	Cloxacillin 250 mg capsules USP	Capsule	250,000	1000	250
8	236105000	Compound sodium lactate (Ringer lactate) intravenous infusion, bottle (500ml)	Bottle	20,000	10	2000
9	202108000	Ibuprofen 100 mg/ 5 ml oral suspension, bottle (200ml)	Bottle	10,000	1	10000
10	202105000	Ibuprofen 200 mg tablets	Tablet	2,000,000	1000	2000
11	202107000	Ibuprofen 400 mg tablets	Tablet	2,000,000	1000	2000
12	209125000	Metronidazole 500 mg/ 100 ml solution for infusion, bottle (100ml)	Bottle	18,000	40	450
13	223103000	Miconazole nitrate 2% cream BP, tube (30 g)	Tube	50,000	10	5000
14	237101000	Multivitamin tablets	Tablet	1,500,000	1000	1500
15	202106000	Paracetamol 120 mg / 5 ml oral solution BP, bottle (60ml)	Bottle	33,000	100	330
16	232100000	Tetracycline HCl 1% ophtalmic ointment USP, tube (5g)	Tube	25,000	50	500
17	236101000	Water for injection, ampoule (10ml)	Ampoule	7,200	20	360

ANNEX 3 – BIDDER DECLARATION – ETHICS / INTEGRITY / SANCTIONS

Tender title: Procurement of essential medicines for action medeor labworks for warehouse Tönisvorst

Tender Refence No.: AML-TV-M-2026-17

The undersigned bidder declares:

• not to engage in or tolerate any form of bribery, corruption, fraud or other improper conduct;

• not to be subject to any EU, UN or national restrictive measures (sanctions) relevant to this contract;

• to comply with applicable laws and the ethical standards and code of conduct of action medeor labworks GmbH;

• to provide all information and documents required for the verification of legal, financial and technical capacity truthfully;

• to promptly disclose any actual or potential conflict of interest related to this tender;

• that neither the bidder nor people with decision-making power in the bidder's organisation have been convicted of or sanctioned for serious criminal offences relevant to professional integrity in the last 3 years.

Bidder: _____

Place/Date: _____

Authorized signature: _____

ANNEX 4 – BID SUBMISSION FORM

Tender title: Procurement of essential medicines for action medeor labworks for warehouse Tönisvorst

Tender No.: AML-TV-M-2026-17

1. Bidder details

Legal name: _____

Registered address: _____

Contact person: _____

E-mail: _____

Phone: _____

Tax ID / VAT No.: _____

Place/Date: _____

Authorized signature:

_____

ANNEX 5 – BIDDER DECLARATION – Compliance Statement Product qualification

Tender title: Procurement of essential medicines for action medeor labworks for warehouse Tönisvorst

Tender No.: AML-TV-M-2026-17

The undersigned bidder declares:

That the product (s) complies/comply with the latest prequalification documentation submitted to action medeor labworks to comply with applicable laws and the ethical standards and code of conduct of action medeor labworks GmbH

Product name	Quality documentation date or reference number

The bidder acknowledges to inform action medeor labworks about any important changes which may lead to a change in the prequalification status, such as:

• Change in the GxP status of supplier

• OOS findings in ongoing stability studies

• Change in the manufacturer (including where relevant quality control testing sites) of the active substance, where no Ph. Eur. Certificate of Suitability is available

• deletion of Ph. Eur. certificate of suitability

• Change in pharmacopoeia grade of an active substance

• Change in the specification parameters and/or limits of an excipient classified as high-risk excipient

• Change in test procedure for an excipient classified as high-risk excipient

• Replacement or addition of a manufacturing site for part or all of the manufacturing process of the finished product

• Changes in the composition (excipients) of the finished product

• Change in the specification parameters and/or limits of the finished product

• Change in test procedure for the finished product

• Change in immediate packaging of the finished product

• Change in the shelf-life or storage conditions of the finished product

• Change in the marketing authorization status, especially if an existing authorization expires or is

withdrawn.

Bidder: _____

Place/Date: _____

Authorized signature:

_____

ANNEX 6 – TECHNICAL SPECIFICATIONS

Please refer to the attached document for the detailed technical specifications.

ANNEX 7 – CHECK LIST RETURNABLE BIDDING DOCUMENTS

This section provides a checklist of the forms and documents required for a complete bid submission. Bidders shall complete and submit all applicable returnable bidding forms in accordance with the instructions provided in the invitation letter.

No alteration to the format or content of the prescribed forms shall be permitted, and substitute forms shall not be accepted, unless expressly authorized by action medeor labworks.

Prior to submission, bidders shall verify that their bid is complete and fully compliant with the requirements specified in the invitation letter.

A. Administrative Documents

Document	Included	Already on File with AML	N/A
Certificate of Registration / Commercial Register	☐	☐	☐
Tax / VAT Registration	☐	☐	☐
Recent tax clearance, if available	☐	☐	☐
Applicable Licence / Authorisation	☐	☐	☐
Financial Statements, if requested	☐	☐	☐
References / Previous Contracts, if requested	☐	☐	☐
Annex 3 – Bidder Declaration, completed and signed	☐	☐	☐
Annex 4 – Bidder Submission Form	☐	☐	☐

B. Tender Attachments

Document	Included	N/A
Invitation Letter signed and stamped	☐	☐
Financial Proposal, signed and stamped	☐	☐
Annex 1 – Requirements and Award process	☐	☐
Annex 2 – BoQ completed in Excel format	☐	☐
Annex 2 – BoQ completed in PDF format	☐	☐
Annex 5 – Bidder Declaration – Compliance Statement Product Qualification	☐	☐
Annex 6 – Check List returnable Bidding Documents	☐	☐
Quality / Regulatory Documentation, as applicable	☐	☐
Certificate of Analysis (COA), as applicable	☐	☐

Certificate of Pharmaceutical Product (CPP), as applicable	☐	☐
Product Questionnaire, as applicable	☐	☐

C. Final Check Before Submission

Requirement	Confirmed
All required documents are included	☐
Required documents are signed and stamped / digitally signed	☐
Prices and commercial information are complete	☐
Payment Terms are indicated	☐
Delivery / Lead Time is indicated	☐
Incoterm is indicated	☐
Offer validity is minimum 2 months	☐
Product information and required quality documentation are complete	☐
Tender Reference is indicated in the offer	☐
Offer will be submitted before the deadline	☐

Bidder Confirmation

We confirm that the above documents and information have been checked and included in our offer, as applicable.

Name: _____

Title: _____

Date: _____

Signature: _____