



**Open procedure: “Copy-editing of academic texts for the
German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)”**

Annex 1: Covering letter and price sheet

Name: _____

Address: _____

Email address: _____

Telephone number: _____

My bid pertains to (*please tick*):

Category 1	Copy-editing of academic texts / German	
Category 2	Copy-editing of academic texts / English	

I have enclosed the following documents with my bid (*please tick*):

Annex 1	Covering letter and price sheet	
Annex 2	Personal declaration of the absence of grounds for disqualification pursuant to Sections 123 and 124 of the German Act Against Restraints of Competition (GWB) in conjunction with Section 42 of the German Regulation on the Award of Public Contracts (VgV)	
Annex 3	Personal declaration on professional performance	
Annex 4	Career and overview of references	
Annex 5	General Agreement	
Annex 6	Copy-edited sample text	
Annex 7	Declaration of bidder consortiums (if applicable)	

By signing this form (text form), I confirm that my bid meets the requirements set out in the tendering and contractual documents.

I am aware that providing false declarations may result in my disqualification from the tendering process.

(This bid contains personal details and self-declarations. As such, only the signature of the Bidder himself or herself is valid. Signatures of other individuals, such as project managers, directors or customer account managers, are not permitted.)



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Price sheet

You must complete this price sheet in full, sign it, and submit it for each bid (agencies and bidder consortiums, please note: a separate price sheet is required for each individual).

The price sheet must be completed in full, signed and submitted with the bid. Please use the original only. If the price sheet is missing, incomplete or modified, then the corresponding bid will be excluded from consideration.

The prices indicated in the bids are binding for inclusion in the pool of copy-editors and for the term of the pool. Price changes are prohibited. Price increases during the term of the agreement are prohibited. This will not affect any VAT adjustments.

Copy-editing work is charged based on the number of pages in the source-language text (1 page = standard page consisting of 1,650 characters, including spaces).

Prices are final prices in euros, excluding statutory VAT. These prices must include all outlays and additional costs (such as expenses, and costs for phone, internet, office supplies, software, printing, postage etc.).

Experience shows that, not least due to the broad spectrum of authors, some texts take more time and stages to edit, while others do not require a great deal of work. Consequently, it is advisable to indicate an average figure when calculating price.

Category	<u>Linguistic revision</u> (as defined in the Terms of Reference, p. 2, II)	<u>Copy-editing</u> (as defined in the Terms of Reference, p. 1, I)
No. ____	EUR ____ per standard page (see definition above)	EUR ____ per standard page (see definition above)

Please tick:

I am required to charge VAT.	<input type="checkbox"/>
I am not required to charge VAT.	<input type="checkbox"/>

VAT identification number: _____

The Bidder is responsible for clarifying definitively in advance whether or not he or she is required to charge VAT.

By signing this price sheet, the Bidder binds himself or herself to his or her bid price until the end of the agreement term (which, if extended, will end 4 years after the start of the contract at the latest).

.....
Date, signature (text form*)

**) legible declaration in which the company or acting individual is specified*