

(to be copied up on Tenderer's letterhead)  
**RECEIPT OF TENDER DOCUMENTS" FORM**

Procedure for award of the contract for \_\_\_\_\_

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Tender reference no. \_\_\_\_\_

The undersigned Firm/Company \_\_\_\_\_

with registered office and residence for tax purposes in \_\_\_\_\_

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tax code \_\_\_\_\_ VAT no. \_\_\_\_\_

telefax no. \_\_\_\_\_ tel. no. \_\_\_\_\_ e-mail \_\_\_\_\_

represented by \_\_\_\_\_ in his/her capacity as \_\_\_\_\_

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**with reference to the above procedure**

**REPRESENTS THAT**

- a) it has received the "Invitation To Tender" Ref. no. \_\_\_\_\_ dated \_\_\_\_\_ and all the documentation attached thereto and indicated in paragraph "Tender Documents".
- b) it has encountered no problem in receiving the aforementioned Invitation To Tender and the documents attached (*alternatively, indicate any problems encountered or any documents damaged or unusable*);
- c) it is cognizant of the fact that COMPANY reserves the right to modify, cancel, revoke, suspend or interrupt the Tender process at any time - and no TENDERER(S) may assert any right and/or claim against COMPANY;
- d)  it intends to tender;

it declines to tender and undertakes to treat all information contained in the aforesaid Invitation to Tender and in the Tender Documents as strictly confidential, as well as to ensure and protect the confidentiality thereof and not to disclose the existence or content thereof to any third parties.  
Also, it represents that it declines to tender for the following reasons:

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As per paragraph "Tender Documents" of the aforesaid Invitation to Tender, any failure by TENDERER to specify the reasons for declining to tender, as well as the reasons (where relevant) specified herein, may be taken into consideration by COMPANY with a view to updating the undersigned Firm/Company's qualification status;

- e) the person to be contacted for all communications concerning the subject procedure and/or requests for clarification and/or supplementary information is: \_\_\_\_\_, in his/her capacity as \_\_\_\_\_.

Place and date

(signature of person making declaration)