

**TENDER FORM FOR THE PURCHASE OF MSE SOFTWARE DEVELOPMENT SERVICES  
MANAGEMENT SERVICES**

30.6.2023

Seinäjoki, Finland

Name of the Supplier <i>/If a Supplier Group is involved, list all Supplier names/</i>	Mailroom Solutions Oy
Supplier's legal entity code <i>/If a Supplier Group is involved, all Supplier's legal entity codes should be entered/ If a natural person submits a tender, the No. of the business certificate, etc.</i>	FI20652495
Address of the Supplier <i>/If a Supplier Group is involved, list all Supplier addresses/</i>	Matti Visannin kuja 15 A
Name and surname of the person who submitted the tender by means of the CVP IS, title * <i>* if the tender is submitted by a person other than the manager of the Supplier, a digital copy of the power of attorney or other document authorising the signature of the Supplier's tender</i>	Janne Eteläaho, CEO
Phone Number	+358400776453
Fax number	
E-mail address	janne.etelaaho@mailroomsolutions.com
Bank and settlement account no.	FI37 5077 0220 0399 00, OKOYFIHH
Name of the person who will sign the contract in the event of the award of the contract and the grounds for representation	Janne Eteläaho

1. By submitting this document, we declare that we wish to participate in the procurement carried out by the Joint-Stock Company Lietuvos Paštas by means of non-public negotiations. We also acknowledge that we have read and agree to all the terms and conditions set out in:

- 1) in the conditions of purchase;
- 2) other contract documents (clarifications, supplements).

2. We also certify that we comply with all the requirements for Suppliers specified in the contract documents and provide the following details of sub-suppliers, if known, to be used in the performance of the contract:

Order No.	Name of the subcontractor (if the name is not known, indicate "Unknown")	Work to be carried out/Services to be provided	Description of the part of the object of the procurement to be subcontracted

*Note. This table shall be completed if the Supplier intends to use the subcontractor(s) only for the performance of the contract and the subcontractor(s) is/are known to the Supplier (in this case, the Supplier does not rely on the capacity of the subcontractor(s) for the purpose of fulfilling the qualification requirements).*

3. Information on the supplier and management bodies is specified:

Indicate whether the Supplier, which is a legal entity, has a collegial member(s) of the management body or supervisory body or other person(s) with the right to represent or control the supplier, to make a decision on its behalf, to enter into a transaction, or the accountant(s) or other person(s) having the right to draw up and sign the provider's accounting documents (in article 46, Paragraph 2 of the Procurement Law.	<input checked="" type="checkbox"/> YES
	<input type="checkbox"/> NO

If the supplier marks YES, he fills in this table:

Name, surname, position	Erkki Raunio, Chairman of Board
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\* The potential winner will be required to provide documents confirming that the persons indicated in this table (if indicated) do not have grounds for exclusion, provided for in Article 46 paragraph 1 of the Procurement Law.

*If the Supplier does not indicate anything, it will be considered that the Supplier does not have a member(s) of a collegial management body or a supervisory body or other persons who have the right to represent the Supplier or control it, make a decision on its behalf, enter into a transaction, or an accountant or other person(s) (- s), who has the right to draw up and sign the provider's accounting documents.*

4. We offer the following services in full compliance with the requirements specified in the tender documents (prices must be quoted in the table to the nearest hundredth, i.e., not more than 2 decimal places):

Order No.	Name of service	Unit of meas.	Maximum quantity*	Price for 1 unit of measure in EUR without VAT	Total cost of services, EUR without VAT (4x5)
1	2	3	4	5	6
1.	MSE software development services	Hrs.	2000	115,00	230000,00
_____0_____%_VAT**					0,00
<b>Total price EUR including ___0___% VAT**</b>					230000,00

\* The Buyer is not obliged to purchase the maximum amount of services specified.

\*\* In cases where VAT is not payable by the Supplier in accordance with the legislation in force, the Supplier shall not fill in these columns of the table and shall indicate the reasons why VAT is not payable (e.g., exempt, 0% rate, etc.): \_\_\_\_\_.

\*\*\* **if the Supplier's Final offer exceeds the maximum hourly rate of EUR 115,00 excluding VAT specified by the Buyer, such Final Supplier's offer is rejected and the Supplier is not invited to participate in further procurement procedures.**

**4.1. THE SUPPLIER MUST SUBMIT THE TENDER WITH ATTACHED DOKUMENTS: THE COMPLETED ESPD.**

**4.2. THE SUPPLIER DECLARATION (ANNEX NO. 6), INFORMATION ABOUT THE COMPANY AND THE HEAD OF THE COMPANY, CRIMINAL REGISTER OF THE COMPANY, COPY OF IDENTITY (CEO), CRIMINAL REGISTER OF CEO, THE TAX DECLARATION, INFORMATION ABOUT THE SHAREHOLDERS, THE SH AND THE FINAL BENEFICIARY TOGETHER WITH THE OFFER.**

5. The total price of the tender shall include all costs and charges relating to the performance of the contract.

6. The validity of the tender shall not be less than 90 calendar days from the expiry of the deadline for the submission of initial tenders.

7. The payment term is specified in Annex 8 to the Conditions of Purchase.

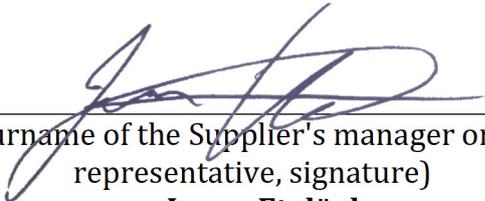
8. The following documents\*\* shall be submitted with your tender:

Order No.	Title and number of pages of the document submitted	Name of the pinned file	Does the document contain confidential information (YES/NO)	Confidential information contained in the document (indicate the part of the document/page containing the confidential information)	Justification for confidential information (explaining on what basis the document or part of the document is confidential)

\*\* Notes:

- If the Supplier does not indicate what information is confidential, the tender shall be deemed not to contain confidential information;

- The Supplier must **carefully and reasonably** disclose confidential information as the successful tender and the resulting contract **will be made public** in accordance with the procedure laid down in Article 94 of the Procurement Law.

  
(Name and surname of the Supplier's manager or his authorised representative, signature)

**Janne Eteläaho**