

## Conditions of the Proposals.

The Contractor shall send the Proposal in one envelope to the person in charge of the Purchase Directorate identified in the Side Letter annexed to the request for proposal, to the following address:

EDPR  
Purchasing Directorate  
To Mr./Ms. (name of the person indicated in the Side Letter)  
No. of the Request for Proposal/ Proposal Title (as identified in the Side Letter)  
[Scottish address to be inserted]

The abovementioned envelope shall then contain three sealed envelopes with the following content:

- The first one shall include the Documents of the Contractor (for those which have not been authorised by EDPR)
- The second shall contain the Technical Proposal which shall include the following documents:
  - Contractor's organization for the execution of the work or the provision of the service
  - Planning of the works
  - Technical information
  - Execution of the works (procedures and applicable resources)
  - Intention of subcontracting any part of the works, list of possible subcontractors and acceptance of the contracting provisions included in these General Contracting Conditions
  - Agreement to execute the work in accordance with the safety requirements included in these General Contracting Conditions
  - Quality Control (quality plan and certificates)
- The third one shall contain the Commercial Proposal, which must include the total amount of the proposal itemised in the sections, sub-sections and Work Units that the Client establishes in the corresponding Proposal Request.

This third envelope shall furthermore include a CD-ROM containing all the proposal information contained in the three envelopes.

The documents contained in the second and third envelope shall be delivered in duplicate.

The following information shall be written on each of the envelopes:

EDPR  
No. of the Request for Proposal/ Proposal Title (Side Letter)  
Envelope content (Contractor's Documents, Technical Proposal or Commercial Proposal).