**The following information, declarations and prices shall be included in the tender:**

* Price sheet, personally signed and filled out completely and unambiguously (Annex 3),
* Self-declaration in accordance with §§ 123, 124 of the German Competition Act (GWB) (Annex 4)
* CV
* Portfolio
* Draft proposal of a Communication strategy for AIDS Action Europe
* Optional: references and other relevant credentials, not older than 5 years

**Additionally, in case a bidding consortium is built:**

* Self-declaration in accordance with §§ 123, 124 of the German Competition Act (GWB) (Annex 4) from every member of the consortium,
* Proof of professional suitability of the bidding consortium members designated to provide each specific service,
* A description of individual responsibilities within the tender.

**Additionally, in case of involvement of subcontractors:**

* Name(s) of the subcontractor(s)
* Description of the nature and extent of the award of subcontracts,
* Declaration of commitment to cooperation between the subcontractor and the tenderer.