**Annex 3: Proposal Submission Form**

The financial proposal for the services is as follows:

|  |  |  |
| --- | --- | --- |
|  | **Currency** | **Amount** |
| Global price (fees and expenses) | DKK |  |
| VAT or other tax on services | DKK |  |
| **Total price incl. taxes** | **DKK** |  |

|  |
| --- |
| **Candidate or Company information** |
| Company (legal name) |  |
| Street name and no. |  |
| City  |  |
| Postal code |  |
| Country  |  |
|  |  |
| Phone no. |  |
| Email |  |
| Website |  |
|  |  |
| Director (name) |  |

|  |
| --- |
| **GENERAL COMPANY INFORMATION** |
| Year of establishment |  |
| Number of full-time employees |  |
| Countries with registered office(s): |  |
| Registration Certificate – please attach |  |
| Demonstrated commitment to environmentally sustainable practices within the Candidate’s operations and proposed services for DCA: It could be:**Internal Sustainability Policies*** Existence of an environmental or sustainability policy.
* Commitment to minimizing the environmental impact of business operations (e.g. remote working policies, energy-efficient offices, paperless processes).

**Digital-first Operations*** Use of digital tools to reduce travel and printed materials (e.g., e-reporting, e-signatures, virtual meetings).
* Cloud-based platforms with low carbon impact.

**Green Procurement*** Use of environmentally responsible suppliers or tools (e.g., green-certified platforms or IT providers).

**Offsetting or Reducing Emissions*** Measures taken to reduce emissions from business travel, or participation in carbon offset programs.
 | Kindly respond below or limit the submission to maximum one A4 page in addition to the available policies. |

|  |
| --- |
| **REFERENCES** |
| **Name and country of customer** | **Type of contract****Framework or stand-alone contract** | **Value** | **Contact name** | **Phone/fax and email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please include details of the experience and past performance of minimum two contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate’s assignments and periods of engagement. Additional documents can be attached to the above form.

The proposal is valid for a period of 90 days after the closing date in accordance with the article A.9. Validity.

After having read the Request for Proposal no. 1907 for Global Insurance Broker Services dated 30 April 2025, and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

* Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts - Ver2 2012 and the draft Service Contract including all annexes.
* Certify that I/we do not support terrorists or terrorism activities, and do not condone the use of terrorism.
* Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1 and as described in our proposal outline as per Organisation and Methodology Form, Annex 2.
* Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service - Ver2 2012.
* Certify and attest compliance with the Code of Conduct for Contractors in Annex 7.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Date:

Signed by:

|  |  |
| --- | --- |
| **The Candidate** |  |
| Name of the company |  |
| Address  |  |
| Telephone no.  |  |
| Email |  |
| Name of contact person |  |