

**Annex I**  
**Covering letter**

Democracy Reporting International gGmbH  
Bid "Human Resource Specialist"  
Janine Meyer  
Prinzessinnenstraße 30  
10969 Berlin

**Covering letter for bid "Human Resource Specialist"**

Please note: The information you provide in the following will be used as the basis for all communication. Your offer must be submitted with an original signature. Scanned, faxed or by other means reproduced signatures cannot be accepted.

Information on the bidder:

<b>Name:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Fax:</b>	
<b>VAT no.</b>	
<b>Name of the offered Consultant</b>	

We would like to submit the attached bid for the above-mentioned contract award procedure. We hereby confirm that the offered Consultant will perform the services described above. A change of the Consultant must be approved in advance by DRI.

\_\_\_\_\_

Place

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of the bidder