

BIDDERS' CHECK-LIST

Bid documentation

Eligible bids are those that:

- (1) respond to the questions outlined in the bid request, and whose responses meet all essential criteria
- (2) submit all required documentation within the required timeframe.

When submitting your bid, please check that you are including the following documentation:

Documentation	Included
(1) If you are not a Member Committee of the World Energy Council, you will need to submit a letter from the Member Committee in your country stating that they endorse the bid	
(2) A signed copy of the Memorandum of Understanding (MoU) with your country's Government clearly confirming their support and acknowledging their commitment. The MoU template is provided in the RFP pack	
(3) Declaration of Agreement to host the Congress signed. The form is included in the RFP pack	
(4) Copies of your audited accounts for the past two financial years in English to prove the financial stability of the bidding organisation	
(5) Your answers to all questions , including plans / renders, pictures and other elements you may consider helpful to support your bid	

If you have any questions, please don't hesitate to contact us at CongressBids@worldenergy.org

Thank you.

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