**APPENDIX 2: Specimen candidacy letter**

<Letterhead of candidate>

**Re: Candidacy for inclusion on the List of Selected Sellers**

I/we, undersigned, being authorized signer(s) for <name of the Company> (the candidate), hereby submit the following Candidacy for evaluation by APETRA.

In so doing I/we request to be invited to submit a tender for the sales of (crude) oil (products) to APETRA.

If I/we am/are invited to submit a tender, I/we will submit a tender on the basis of the Framework agreement for the purchase of crude oil and oil products APETRA/2017/1, it’s APETRA GT&C for purchase and the Individual Purchase Contract.

The attached candidacy consists of the following documents:

|  |  |
| --- | --- |
| **Document** | **Enclosed (yes/no)** |
| Annual accounts of the last two closed financial years |  |
| If applicable: the documents necessary for partnerships and companies belonging to the same group  |  |
| Information on deliveries in bulk |  |

**Company**

**Name** ………………………………………………………………………………………….

**Company form** ………………………………………………………………………………………….

**Address (street+no.)** ………………………………………………………………………………………….

**Postal code + city** ………………………………………………………………………………………….

**Country** ………………………………………………………………………………………….

**Contact person(s) for the Candidacy and the requests for tenders**:

**Name** ………………………………………………………………………………………….

**Position** ………………………………………………………………………………………….

**Tel** ………………………………………………………………………………………….

**Fax** ………………………………………………………………………………………….

**E-mail** ………………………………………………………………………………………….

Place and date

Name

Function

Signature