**ANNEX IV – COVER LETTER**

Please attach your Cover Letter with documents able to demonstrate your eligibility to participate in the tender process, with the following information:

(i) Company Number,

(ii) VAT number,

(iii) Registration form with gov.uk proving their good standing,

(iv) Address, e-mail and telephone number,

(v) Any other document that proves the tenderer’s technical and financial competence.