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
 |  |
| 1. **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
 |  |
| 1. **Declaration of Agreement** to host the Congress signed. The form is included in the RFP pack
 |  |
| 1. **Appropriate documentation to substantiate the bidder’s financial performance and stability**
 |  |
| 1. **Your answers to all questions**, including venue floor 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

**World Energy Council | Hamilton House, 1 Temple Avenue, Suite 101-102**

**EC4Y 0HA London, United Kingdom**

**Tel: +44 (0)20 7734 5996**

**www.worldenergy.org**