



Letter of Intent

Dear consultant,

ARICOMA is thrilled to present you with a unique contract proposal, designed to support your professional growth and ensure a fulfilling collaboration with us. Here are the key terms of our offer:

Flexible Contract Options

1. **Freelance Contract**

- Engagement as an external consultant with a high level of flexibility and autonomy
- The daily rate is defined by the Consultant within the customer's acceptable budget and prior to candidature submission
- ARICOMA commits to applying the lowest possible margin

2. **Employment Contract**

- Engagement as an ARICOMA employee with a gross salary and benefits package
- Salary and package are defined prior to candidature submission and subject to customer acceptance.
- ARICOMA commits to applying the lowest possible margin

Streamlined Payment Process

1. **Timely Invoicing**

- Invoicing is performed monthly, based on timesheets signed by the responsible official at the European Commission.
- Invoices are paid within a maximum of 10 days from receipt.
- On an exceptional basis, pre-payments may be accepted (e.g. during the Christmas period).

Rate Indexation and Adjustments

ARICOMA commits to applying any rate indexation granted by the European Commission. Any rate increases approved by the European Commission for the delivery of the Consultant's services will be fully transferred under the same principle.

Professional Support and Consultant Development

- Assistance with preparation and optimization of the Consultant's CV.
- Optimal selection support
- Company-paid professional certifications relevant to project requirements.
- Company-paid language certifications from accredited language agencies.
- Analysis of suitability for alternative Framework Contracts.
- Guidance and orientation regarding Minimum Requirements and Award Criteria.
- Support in the preparation of selection and tender documentation

By signing this letter of intent, ARICOMA commits to these supportive conditions. In return, the Consultant agrees to collaborate with us to ensure timely preparation of all required paperwork, while refraining from sharing information with competitors.

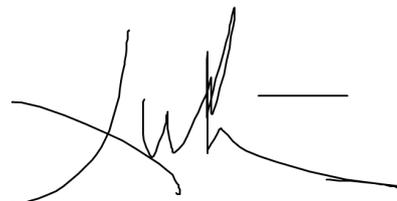
These conditions are applicable upon ARICOMA's award in DIGIT TM III. The Consultant authorizes ARICOMA to use their Curriculum Vitae solely for participating in framework contract proposals with European institutions. This authorization is non-binding and can be revoked at any time by written notice, without affecting already submitted proposals.

We look forward to the prospect of welcoming your expertise to our team, and we are dedicated to making your experience with ARICOMA both rewarding and successful.

Date: January 22, 2026

Consultant:

Aricoma: Radek Lukes

A handwritten signature in black ink, appearing to read 'Radek Lukes', with a horizontal line extending to the right.

ARICOMA

Arcoma is providing ICT services to 70+ key institutions in EU inc. NATO, European Parliament, European Commission, Europol and many others

www.aricoma.com