**ANNEX 1 to the Tender Specifications**

**ADMINISTRATIVE DATA**

|  |  |  |
| --- | --- | --- |
|  | Name of the tenderer | SME[[1]](#footnote-1) (Yes/No) |
| Leader[[2]](#footnote-2) |  |  |
| Member |  |  |
| Etc… |  |  |

|  |  |
| --- | --- |
| Name of the representative authorised to sign (*Title, first name, surname and function*) |  |
| Name of the contact person for this procedure (Name, organisation, address, telephone, e-mail) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Will part(s) of the services to be provided be sub-contracted? | | Yes | No |
| If yes, please specify the name of the sub-contractor and the estimated volume of involvment of each subcontractor in the performance of the contract (% of the total value of the contract) | Name | | Percentage |
|  | |  |

B) LEGAL ENTITY FORM:

This form is to be downloaded, depending on the nationality and legal form of the tenderer, from the following website:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm>

Please read these important instructions before filling in the form:

<http://ec.europa.eu/budget/library/contracts_grants/info_contracts/instructions_fich_le_en.pdf>

The legal entity form shall be supported by a copy of each of two certifications (for some countries single certification provides both pieces of information) one to certify the registration number of the entity and the other one to certify the VAT number (or exemption of a VAT number).

C) FINANCIAL IDENTIFICATION FORM:

This form is to be downloaded, depending on the nationality of the tenderer, from the

following website:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm>

Please read these important instructions before filling in the form:

<http://ec.europa.eu/budget/library/contracts_grants/info_contracts/instructions_fich_le_en.pdf>

The financial identification form shall be signed by the tenderer and supported by certification (self-declarations excluded) by the bank in the form of one of the following:

o Either by the bank stamp and date in the bottom left box of the form; or

o by attaching a copy of a bank statement providing all the information required in the form.

The signature of the account holder is compulsory.

1. Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises, available at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>. [↑](#footnote-ref-1)
2. Add/delete additional rows for consortium members as appropriate. Please note that a subcontractor is NOT considered to be a consortium member and shall not be indicated in this table. If the tender is submitted by a single tenderer, the name of the tenderer shall be entered as “Leader” and the other rows shall be deleted. [↑](#footnote-ref-2)