**BEREC Office ref. № 2015-BEREC-OT-01 Appendix 1**

**Tender Submission Form**

**Provision of professional event organisation services for berec and berec Office events**

**Tender submitted by:**

|  |
| --- |
| **Name and address of tenderer (s)** |
| *(Complete or delete the parts in italics in parentheses; choose respective option)* |
| ***[OPTION 1]***  *-* **Single****Tenderer without subcontractors:**  ***[……………………….]***  ***[OPTION 2]***  *-* **Single****Tenderer with subcontractors:**  ***[Subcontractors****:*  *…………………………*  *…………………………*  *Indicate proportion of contract to be subcontracted]* |
| ***[OPTION 1]***  - **Joint Tenderers** (also referred to as ‘Partners’ or ‘Consortium’):  [Entity acting as **lead partner** for the Consortium:  …………………………  **Other partners** taking part in the joint tender:  …………………………  …………………………] |
| ***[OPTION 2]***  - **Joint Tenderers** (also referred to as ‘Partners’ or ‘Consortium’) **with subcontractors**:  [Entity acting as **lead partner** for the Consortium:  …………………………  **Other partners** taking part in the joint tender:  …………………………  …………………………  **Subcontractors**:  *…………………………*  *…………………………]*  *Indicate proportion of contract to be subcontracted]* |
| *[Tenderers must provide the following information if it has not been included with the Legal Entity Form:*  *- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.*  *- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.]*  *(For more details see section 1.5. of the Tender Specifications)* |

**The text in italic and in parenthesis in the Tender Submission Form has explanatory character and must be deleted and/or replaced by relevant information!**

**TABLE OF CONTENTS**

[1. Part A: Identification of the tenderer 3](#_Toc427224356)

[1.1. Identification form 3](#_Toc427224357)

[1.2. Power of attorney 5](#_Toc427224358)

[1.3. Legal entities form 7](#_Toc427224359)

[1.4. Financial Identification Form 8](#_Toc427224360)

[1.5. Letter of intent for sub-contractors 9](#_Toc427224361)

[2. Part B: Evidence for exclusion criteria 10](#_Toc427224362)

[Declaration of honour on exclusion criteria and absence of conflict of interest 10](#_Toc427224363)

[3. Part C: Evidence for selection criteria 13](#_Toc427224364)

[3.1. Economic and financial capacity criteria and evidence 13](#_Toc427224365)

[3.2. Technical and professional capacity criteria and evidence 14](#_Toc427224366)

[4. Part D: Technical offer 19](#_Toc427224367)

[4.1. Methodology for delivery of the services required 19](#_Toc427224368)

[4.2. Organisation of the work for delivery of the services 19](#_Toc427224369)

[4.3. Approach to management of individual assignments and feasibility to meet the specific requirements 19](#_Toc427224370)

[4.4. Case Study (mock scenario) 19](#_Toc427224371)

[5. Part E: Financial offer 20](#_Toc427224372)

[A. Price list of contractor’s fees as per number of event participants 20](#_Toc427224373)

[B. Prices of contractor for providing of temporary service staff for the event organisation, including event assistants 21](#_Toc427224374)

[C. Price of contractor for conducting surveys/market research 21](#_Toc427224375)

[D. Price of contractor for collecting and processing the applications for reimbursement 22](#_Toc427224376)

[E. Final financial offer 22](#_Toc427224377)

[6. Check list for documents to be submitted 23](#_Toc427224378)

# Part A: Identification of the tenderer

## Identification form

|  |  |
| --- | --- |
| tenderer's ID | |
| Name |  |
| Legal form |  |
| Date of registration |  |
| Country of registration |  |
| Registration number |  |
| VAT number |  |
| Address of registered office |  |
| Contact address (if different) |  |
| URL |  |
| Authorised representative(s)[[1]](#footnote-1) | |
| Name |  |
| Surname |  |
| Position |  |
| Telephone |  |
| Email |  |
| Contact person for the current tender | |
| Name |  |
| Surname |  |
| Position |  |
| Telephone |  |
| Email |  |
| DECLARATION BY THE AUTHORISED REPRESENTATIVE(S): I, the undersigned, certify that the information given in this tender is correct and that the tender is valid. | |

Place and date:

Name and signature[[2]](#footnote-2):

## Power of attorney[[3]](#footnote-3)

*[Model]* **Power of Attorney**

**mandating one of the partners in a joint tender as lead partner and lead contractor**

|  |
| --- |
| The undersigned:  *[– Signatory (Name, Function, Company, Registered address, VAT Number) ]*  having the legal capacity required to act on behalf of his/her company,  HEREBY AGREES TO THE FOLLOWING:   1. To submit a tender as a partner in the group of partners constituted by *[Company 1, Company 2, Company N,]* and led by [*Company X*], in accordance with the conditions specified in the tender specifications and the terms specified in the tender to which this power of attorney is attached. 2. If the European Commission awards the Contract to the group of partners constituted by *[Company 1, Company 2, Company N]*, and led by *[Company X]* on the basis of the joint tender to which this power of attorney is attached, all the partners shall be co-signatories of the Contract in accordance with the following conditions: 3. All partners shall be jointly and severally liable towards the European Commission for the performance of the Contract. 4. All partners shall comply with the terms and conditions of the Contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the Contract. 5. Payments by the Contracting Authority related to the services and/or supplies subject to the Contract shall be made through the lead partner’s bank account: *[Provide details on bank, address, account number].* 6. The partners grant to the lead partner all the necessary powers to act on their behalf in the submission of the tender and conclusion of the Contract, including: 7. The lead partner shall submit the tender on behalf of the group of partners. 8. The lead partner shall sign any contractual documents — including the Contract, and Amendments thereto — and issue any invoices related to the Services on behalf of the group of partners. 9. The lead partner shall act as a single contact point with the European Commission in the delivery of the services and/or supplies subject to the Contract. It shall co-ordinate the delivery of the services and/or supplies by the group of partners to the Contracting Authority, and shall see to a proper administration of the Contract.   Any modification to the present power of attorney shall be subject to the European Commission’s express approval. This power of attorney shall expire when all the contractual obligations of the group of partners towards the European Commission for the delivery of the services and/or supplies subject to the Contract have ceased to exist. The parties cannot terminate it before that date without the Commission’s consent.  Signed in ………………………… on *[dd/mm/yyyy]*  Place and date:  Name (in capital letters), function, company and signature: |

## Legal entities form

*[In order to prove their legal capacity and their status, all tenderers must provide a signed Legal Entity Form with its supporting evidence. The form is available on-line at the following link:* [*http://ec.europa.eu/budget/contracts\_grants/info\_contracts/legal\_entities/legal\_entities\_en.cfm*](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

*Tenderers that are already registered in the Contracting Authority’s accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.]*

## Financial Identification Form

*[The tenderer (or the single point of contact in case of joint tender) must provide a Financial Identification Form and supporting documents.*

*Only one form per tender should be submitted (no additional forms are needed for subcontractors and other joint tenderers).*

*The form is available on:* [*http://ec.europa.eu/budget/contracts\_grants/info\_contracts/financial\_id/financial\_id\_en.cfm*](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)*]*

## Letter of intent for sub-contractors[[4]](#footnote-4)

**Provision of professional event organisation services for berec and berec Office events**

The undersigned**:** ………………………………………………………………………….

Name of the company/organisation/physical person.**:** …………………………………………

Address: ……………………………………………………………………………………

Declares hereby that, in case the contract is awarded to [name of the tenderer], [………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..]

Place and date:

Name (in capital letters) and signature:

# Part B: Evidence for exclusion criteria

***[***The text in italic and in parenthesis has to be deleted! It has explanatory character only.

*All tenderers shall provide a declaration on their honour (see Annex A to Tender Specifications), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the declaration.*

*The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 10%.*

*The successful tenderer shall provide the documents mentioned as supporting evidence in the declaration before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender and to identified subcontractors whose intended share of the contract is above 10%.]*

*(For more details see section 2.2. of the Tender Specifications)*

# Declaration of honour on exclusion criteria and absence of conflict of interest

*(Complete or delete the parts in grey italics in parentheses)*

[Choose options for parts in grey between square brackets]

The undersigned *(insert name of the signatory of this form)*:

* in [his][her] own name *(for a natural person)*

or

* representing the following legal person: *(only if the economic operator is a legal person)*

full official name:

official legal form:

full official address:

VAT registration number:

* declares that [the above-mentioned legal person][he][she] is not in one of the following situations:

1. is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
3. has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
4. is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
5. has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
6. is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

* *(Only for legal persons other than Member States and local authorities, otherwise delete)* declares that the natural persons with power of representation, decision-making or control[[5]](#footnote-5) over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
* declares that [the above-mentioned legal person][he][she]:

g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;

h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;

i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;

j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;

* acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties[[6]](#footnote-6) if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name Date Signature

# Part C: Evidence for selection criteria

*[The text in italic and in parenthesis has to be deleted! It has explanatory character only.*

*Before filling in see section 2.3. of the Tender Specifications]*

## Economic and financial capacity criteria and evidence

### Turnover for the last two years

|  |  |  |
| --- | --- | --- |
| **Year** | **Amount in EUR** | **Remark (if any)[[7]](#footnote-7)** |
| 2013 |  |  |
| 2014 |  |  |
| Average: |  |  |

*[In case of joint tender provide information about all members of the consortium and identified subcontractors.*

*The following evidence should be provided:*

*- Copy of the profit & loss account and balance sheet for the last two years for which accounts have been closed,*

*- Failing that, appropriate statements from banks,*

*- If applicable, evidence of professional risk indemnity insurance.]*

### Turnover for the last two years from event management services

| **Year** | **Amount in EUR** | **Remark (if any)** |
| --- | --- | --- |
| 2013 |  |  |
| 2014 |  |  |
| Average: |  |  |

[*The following evidence should be provided:*

*- A list of all event management projects, with indication of their exact amount. Please add or remove rows, if needed]*

**- List of all event management projects**

| **No** | **Project** | **Year** | **Amount in EUR** |
| --- | --- | --- | --- |
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## Technical and professional capacity criteria and evidence

### Criteria relating to tenderers

### Event management projects in the last three years with a minimum value for each project of EUR 50 000 and/or more than 100 participants

| No | Description of services (event name, if applicable) | Recipient | | | Event/Project Scope | | Date(s) | Certificate of satisfactory execution | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Public | Private | Total Budget  (EUR) | No of participants | Yes | No |
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### Experience in organising international events

| No | Description of services (event name, if applicable) | Recipient | | | Country of provision of services | Date(s) | Certificate of satisfactory execution | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Public | Private | Yes | No |
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### Criteria relating to the team delivering the service:

Presentation of the team to be delivering the service:

*[About requirements, please see section 2.3.2.c of the Tender Specifications]*

Project Manager:

|  |  |
| --- | --- |
| Name, Surname: |  |
| Experience in event management in years |  |
| Scope of responsibilities: |  |
| List of project above EUR 50 000 and at least 100 participants managed |  |
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Assistant Project Manager:

|  |  |
| --- | --- |
| Name, Surname: |  |
| Experience in event management in years |  |
| Scope of responsibilities: |  |
| List of project above EUR 50 000 and at least 100 participants managed alone or under the leadership of other senior staff |  |
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Expert in event management:

|  |  |
| --- | --- |
| Name, Surname: |  |
| Experience in event management in years |  |
| Scope of responsibilities |  |
| List of projects above EUR 50 000 and at least 100 participants in which preparation the experts was involved |  |
|  |
|  |
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|  |

Financial/Accounting Assistant:

|  |  |
| --- | --- |
| Name, Surname: |  |
| Experience in in dealing with financial and accounting matters related to event management and/or reimbursement of expenses to event participants in years |  |
| Scope of responsibilities |  |

*[The following evidence should be provided:*

*- CVs created by use of the europass CV template available on-line at: https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions;*

*- documents proving the use the English language (a certificate or other relevant document);*

*- payslips of the staff mentioned above dating from the month of the publication of the contract notice (any confidential data may be blacked out) or a certificate from an official body, external to the employer, such as social security provider.]*

# Part D: Technical offer

The text in italic and in parenthesis has to be deleted! It has explanatory character only.

*[See section 2.5 of the Tender Specifications]*

## Methodology for delivery of the services required

*[To be deleted after filling-in the form*

*Please provide detailed information in free form on the methodology to be used for ensuring smooth and successful events management and the provision of all services to be covered by the contract. You may present your methodology for all services, if it would be the same or separately for the different services, if you will apply different approaches.*

*The methodology has to be focused on ensuring smooth and successful management of the events.*

*You may provide specific examples or more detailed information in annexes]*

## Organisation of the work for delivery of the services

*[To be deleted after filling-in the form*

The tenderer should outline your approach to the overall coordination of the activities to be performed for the contact implementation, including the aspect of contract management (staff involved, theirs roles, *methodology for pre-selection of providers of specific services,* management and monitoring of performance, quality assurance, assessment and risk management, etc.).

## Approach to management of individual assignments and feasibility to meet the specific requirements

*[To be deleted after filling-in the form*

*Please present your methodology and approached to handle the* individual assignments and to *meet the specific requirements of the BEREC Office.*

*Please note that the assignments will have different character, in particular they may cover events of different size (from 10 up to 200 participants) or different scope (only 1 service (for example catering, several services (for example: catering, editing of documents and preparation of badges) or full set of services), which may require different approaches.*

*Please present your* **plans to implement an assignment in a geographic region/country in which you do not have previous experience of operations.**

*You may provide specific examples or more detailed information in annexes]*

## Case Study (mock scenario)

*[To be deleted after filling-in the form*

*Please present your a logistical and budgetary proposal for the BEREC event described in annex B of the Tender Specifications.*

*Please describe the approach to be applied in the overall planning and execution of the meeting, selection of potential venue, providers of services, etc.*

*Identify possible risks and to demonstrate its techniques to mitigate them. The description should be theoretical and should not exceed 4,500 characters (without spaces). There is no need to use or present actual offers for the development of the case.*

*You may provide specific examples or more detailed information in annexes]*

# Part E: Financial offer

*[The text in italic and in parenthesis has to be deleted! It has explanatory character only.*

*For more details see section 2.6. of the Tender Specifications]*

*The contractor is requested to complete the price tables below, which shall constitute its financial offer.*

*The financial offer must be drawn up using the tables provided below. No deviations from the price list requested are allowed. All prices must be quoted in EUR.]*

1. Price list of contractor’s fees as per number of event participants

| **No** | **CATEGORY OF SERVICE** | **Number of participants** | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **I** | **II** | **III** | **IV** | **V** |
| **1 to 15** | **16 to 35** | **36 to 70** | **71 to 150** | **More than 150** |
|  | Event management |  |  |  |  |  |
|  | Venue selection and reservation |  |  |  |  |  |
|  | Selection and block/pre-booking of accommodation |  |  |  |  |  |
|  | Selection and reservation of restaurants |  |  |  |  |  |
|  | Selection and ordering of catering services |  |  |  |  |  |
|  | Organisation of social/cultural programme for the event |  |  |  |  |  |
|  | Providing branding and visual identity of the event, including graphic design |  |  |  |  |  |
|  | Hiring the necessary technical equipment, if not available at the venue |  |  |  |  |  |
|  | Selection and ordering of printing, copying and scanning services |  |  |  |  |  |
|  | Selection and ordering of photographic and audio-video services, including streaming, recording, etc. |  |  |  |  |  |
|  | Selection and organisation of transport/transfer services |  |  |  |  |  |
|  | Selection and hiring of speakers, moderators and/or trainers for the events |  |  |  |  |  |
|  | Selection and organisation of translation and/or interpreting services, including sign interpretation |  |  |  |  |  |
|  | Selection and organisation of note taking services or services for drafting event documents |  |  |  |  |  |
|  | Selection and organisation of communication/public relations services |  |  |  |  |  |
|  | Collecting, compiling and distribution of documents, including using specific IT tools |  |  |  |  |  |
|  | Any other support services related to the events organised by the BEREC Office |  |  |  |  |  |
|  | Total amount of fees (I+II+III+IV+V): |  |  |  |  |  |

1. Prices of contractor for providing of temporary service staff for the event organisation, including event assistants

| **CATEGORY OF SERVICE** | **Price per number of hours per person of the staff** | | | | |
| --- | --- | --- | --- | --- | --- |
| I | II | III | IV | V |
| Up to 1 h | 1 to 2 h | 2 to 4 h | 4 to 8 h | More than 8 h |
| Providing of temporary service staff |  |  |  |  |  |
| Total amount of fees (I+II+III+IV+V): |  | | | | |

1. Price of contractor for conducting surveys/market research about potential events which the Contracting Authority may (co-)organise (flat rate)

| **CATEGORY OF SERVICE** | **Price per survey/market research** (excluding survey/market research which the contractor may undertake in the course of specific events for which the Contracting Authority has ordered services ) |
| --- | --- |
| Conducting surveys/market research for any prospective events |  |

1. Price of contractor for collecting and processing the applications for reimbursement of the travel, subsistence and other expenses incurred in the course of journeys made by persons attending BEREC and BEREC Office events (flat rate per application processed)

| **CATEGORY OF SERVICE** | **Price per application processed** |
| --- | --- |
| Collecting and processing the applications for reimbursement of the travel, subsistence and other expenses incurred in the course of journeys made by persons attending BEREC and BEREC Office events |  |

## Final financial offer

| **Description of the type of fee** | **Total amount**  **in EUR** |
| --- | --- |
|
|
| A: Total fees of contractor per services |  |
| B: Contractor’s fees for providing of service personnel |  |
| C: Contractor’s fee for conducting surveys/market research for any prospective events |  |
| D: Contractor’s fee for collecting and processing of reimbursement applications per piece |  |
| Total (A+B+C+D): |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Check list for documents to be submitted (for information only)

The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that must be included (marked by ■) depending on the role of each economic operator in the tender (be it lead partner, partner in joint bid, single tenderer or subcontractor/external expert). Some of the documents are only relevant in cases of joint bids or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each tender.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Lead partner in a joint bid** | **All the other partners in a joint bid** | **Single tenderer (with or without subcontractors)** | **Subcontractor[[8]](#footnote-8)** |
| Original identification form (see part A, section 1.1., Tender Submission Form) | ■ | ■ | ■ | ■ |
| Original Power of attorney (see part A, section 1.2., Tender Submission Form) |  | ■ |  |  |
| Original Legal Entity Form (see part A, section 1.3., Tender Submission Form) | ■ | ■ | ■ |  |
| Legible photocopy of the notice of appointment of the persons authorised to represent the tenderer (see part 1, section 1.5. Tender Specifications) | ■ | ■ | ■ |  |
| Original Financial Identification Form (see part A, section 1.4., Tender Submission Form) | ■ |  | ■ |  |
| Original letter of intent from each subcontractor – free text (see part 1, section 1.5. Tender Specifications) |  |  |  | ■ |
| Original Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest (see part B, Tender Submission Form) | ■ | ■ | ■ | ■ |
| Evidence of economic and financial capacity (see part B, section 2.3.1., Tender Specifications) | ■ | ■ | ■ |  |
| Evidence of technical and professional capacity (see part B, section 2.3.2., Tender Specifications) | ■ | ■ | ■ | ■ |
| Technical offer (see part D, Tender Submission Form) | ■ |  | ■ |  |
| Financial offer (see part E, Tender Submission Form) | ■ |  | ■ |  |

1. Please include the names of the legal representative(s) whose contract signature is required in accordance with the statutes of the organisation and the official document to be provided as required in section 1.5 of the Tender Specifications; add more lines, if needed, to include data of more than 1 authorised representative [↑](#footnote-ref-1)
2. In case of joint tender, the form must be signed by a duly authorised representative for each tenderer, or by a representative of the tenderer duly authorised by other tenderers (with power of attorney – model provided); the form is required also for identified subcontractors [↑](#footnote-ref-2)
3. *To be filled in and signed by each of the partners in a joint tender, except the lead partner; to be deleted, if not applicable* [↑](#footnote-ref-3)
4. *To be filled in and signed by each identified subcontractor, including by stating the subcontractor’s willingness to provide the service foreseen; to be deleted, if not applicable*. [↑](#footnote-ref-4)
5. This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares. [↑](#footnote-ref-5)
6. As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation [↑](#footnote-ref-6)
7. For tenderers registered in states outside the EUR zone must indicate amount in original currency and exchange rate used [↑](#footnote-ref-7)
8. whose intended share of the contract is above 10% [↑](#footnote-ref-8)