**ADMINISTRATIVE DATA FORM**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of the tenderer | SME[[1]](#footnote-1) (Yes/No) | Uses an advanced electronic signature based on a qualified certificate[[2]](#footnote-2) (Yes/No) |
| Leader[[3]](#footnote-3) |  |  |  |
| Member |  |  |  |
| Etc… |  |  |  |

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

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. <https://webgate.ec.europa.eu/tl-browser/#/> [↑](#footnote-ref-2)
3. 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-3)