**ANNEX 1 to the Tender Specifications**

**TENDER SUBMISSION FORM[[1]](#footnote-1)**

1. SUBMITTED BY (i.e. the identity of the tenderer)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of the tenderer | Statutory registration number[[2]](#footnote-2) | Nationality[[3]](#footnote-3) |
| Coordinator[[4]](#footnote-4) |  |  |  |
| Member |  |  |  |
| Etc… |  |  |  |

|  |  |
| --- | --- |
| Name of the representative authorised to sign (*Title, first name, surname and function*) |  |

|  |  |  |
| --- | --- | --- |
| Will part(s) of the services to be provided be sub-contracted? | Yes | No |
| If yes, please specify the name and address of the sub-contractor |  | |

1. CONTACT PERSON for this call for tenders (to act as focal point for all communications which may take place between the EEA and the tenderer)

|  |  |
| --- | --- |
| Name |  |
| Organisation  (*department, unit, etc…*) |  |
| Address |  |
| Telephone / Fax |  |
| E-mail |  |

1. STATEMENT

We, the undersigned, being the authorised signatory of the above tenderer (including all consortium members in the case of a joint tender), hereby declare that we have examined and accept without restriction the entire contents of the tender specifications for the tender procedure referred to above, and submit the attached tender which consists of the following documents:

|  |  |  |
| --- | --- | --- |
| **ENVELOPE No 1 – Administrative section** | | |
| The present Annex 1 to the tender specificaitons duly filled out, dated and signed | |  |
| The Declaration(s)[[5]](#footnote-5) on exclusion criteria duly filled out, dated and signed (Annex 2) | |  |
| The Legal entity form (using the standard template) duly filled out, dated and signed, (Annex 3) accompanied by the requested supporting documents specified in section 11.2.1 of the tender specifications | |  |
| The Financial identification form (using the standard template) duly filled out, dated and signed, accompanied by the requested supporting documents (Annex 4) | |  |
| Documentation demonstrating fulfilment of the selection criteria on economic and financial capacity (section 11.2.2 of the tender specifications) | |  |
| Documentation demonstrating fulfilment of the selection criteria on technical and professional capacity (section 11.2.3 of the tender specifications) | |  |
| **ENVELOPE No 2 – Technical offer** | | |
| The technical offer providing all information requested under sections 7 and 11.3.1, including, where appropriate, information relevant to subcontracting as requested under section 4.3 | |  |
| **ENVELOPE No 3 – Financial Offer** | | |
| The financial offer providing all the information requested under sections 10 and 11.3.2, drawn up in accordance with the template in Annex 5 | |  |
| Tenders shall be drafted in one of the languages of the EEA member countries, **preferably in English** (supporting evidence does not need be translated) | |  |
| Submitted **in** **triplicate**: | One signed original unbound  Two copies  No later than **11.2.2013**[[6]](#footnote-6) |  | |

We undertake to guarantee the eligibility of the subcontractor(s) for the part(s) of the services for which we have stated our intention to subcontract in the technical offer[[7]](#footnote-7).

We are fully aware that, in the case of a consortium, the composition of the consortium may not be modified in the course of the tender procedure except with the prior written authorisation of EEA. We are also aware that the consortium members would have joint and several liability towards EEA concenring the participation in both the above tendering procedeure and any contract awarded as a result of it.

This tender is subject to acceptance within the validity period specified in point 7 of the letter of invitation to tender.

Signed on behalf of the tenderer

|  |  |
| --- | --- |
| Name |  |
| Date |  |
| Signature |  |

1. One signed original and two copies of this tender submission form must be supplied. [↑](#footnote-ref-1)
2. Unless the tenderer is a body governed by public law. Natural persons shall indicate the number of their identity card/passport or driving licence. [↑](#footnote-ref-2)
3. Please indicate the country in which you have your registered office, headquarters or residence. [↑](#footnote-ref-3)
4. 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 “Coordinator” and the other rows shall be deleted. [↑](#footnote-ref-4)
5. Declarations on exclusion criteria and supporting documents on selection criteria must be supplied by each member of a consortium of firms submitting a joint tender. [↑](#footnote-ref-5)
6. At 16:00 (CET) in case of hand delivery or 23:59 (CET) in case of delivery by post or express courier. [↑](#footnote-ref-6)
7. Delete if not applicable [↑](#footnote-ref-7)