

**ANNEX 1 to the Tender Specifications**

**TENDER SUBMISSION FORM<sup>1</sup>**

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

	Name of the tenderer	Statutory registration number <sup>2</sup>	Nationality <sup>3</sup>
Coordinator <sup>4</sup>			
Member			
Etc...			

Name of the representative authorised to sign (Title, first name, surname and function)	
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Will part(s) of the services to be provided be sub-contracted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify the name and address of the sub-contractor		
If yes, please specify the estimated volume of involvement of the subcontractor(s) in the performance of the contract (% of the total value of the contract)		

<sup>1</sup> One signed original and two copies of this tender submission form must be supplied.

<sup>2</sup> Unless the tenderer is a body governed by public law. Natural persons shall indicate the number of their identity card/passport or driving licence.

<sup>3</sup> Please indicate the country in which you have your registered office, headquarters or residence.

<sup>4</sup> 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.

2. 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	

3. 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:

<b>ENVELOPE No 1 – Administrative section</b>	
The present Annex 1 to the tender specifications duly filled out, dated and signed	<input type="checkbox"/>
The Declaration(s) <sup>5</sup> on exclusion criteria duly filled out, dated and signed (annex 2)	<input type="checkbox"/>
The Legal entity form(s) (using the standard template) duly filled out, dated and signed, (Annex 3) accompanied by the requested supporting documents specified in section 10.2.1 of the tender specifications	<input type="checkbox"/>
The Financial identification form (using the standard template) duly filled out, dated and signed, accompanied by the requested supporting documents (Annex 4)	<input type="checkbox"/>
Documentation demonstrating fulfilment of the selection criteria on economic and financial capacity (section 10.2.2 of the tender specifications)	<input type="checkbox"/>
Documentation demonstrating fulfilment of the selection criteria on technical and professional capacity (section 10.2.3 of the tender specifications)	<input type="checkbox"/>

<sup>5</sup> 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.

<b>ENVELOPE No 2 – Technical offer</b>		
The technical offer addressing the elements described in sections 6 and providing all information requested under section 10.3.1, including, where appropriate, information relevant to subcontracting as requested under section 4.3		<input type="checkbox"/>
<b>ENVELOPE No 3 – Financial Offer</b>		
The financial offer drawn up in accordance with the requirements set in sections 9 and 10.3.2, and with the template in Annex 5		<input type="checkbox"/>
Tenders shall be drafted in one of the official languages of the European Union, <b>preferably in English or Danish</b> (supporting evidence does not need be translated)		<input type="checkbox"/>
Submitted in <b>triplicate</b> :	One signed original unbound	<input type="checkbox"/>
	Two copies	<input type="checkbox"/>
	No later than <b>15.03.2016</b> <sup>6</sup>	<input type="checkbox"/>

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<sup>7</sup>.

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 the contracting authorities. We are also aware that the consortium members would have joint and several liability towards the contracting authorities concerning the participation in both the above tendering procedure and any contract awarded as a result of it<sup>8</sup>.

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	

<sup>6</sup> At 16:00 (CET) in case of hand delivery or 23:59 (CET) in case of delivery by post or express courier.

<sup>7</sup> Delete if not applicable

<sup>8</sup> Delete if not applicable