**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*) |  |

1. CONTACT PERSON for this call for tenders (to act as focal point for all communications which may take place between the ReSPA 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 specifications duly filled out, dated and signed |  |
| The Declaration(s)[[5]](#footnote-5) on exclusion criteria (using the standard template in Annex 2) as required under section 11.1.2 of the tender specifications, duly filled out, dated and signed |  |
| The Legal entity form(s) (using the standard template in Annex 3) duly filled out, dated and signed, accompanied by the requested supporting documents specified in section 11.2.1 of the Tender Specifications |  |
| The Financial identification form (using the standard template in Annex 4) duly filled out, dated and signed, accompanied by the requested supporting documents |  |
| 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 addressing the elements described in sections 6 and 7, including Annex 6 to the Tender Specifications and providing all information requested under section 11.3.1. | |  |
| **ENVELOPE No 3 – Financial Offer** | | |
| The financial offer drawn up in accordance with the requirements set in sections 10 and 11.3.2, and with the template in Annex 5 | |  |
| Tenders shall be drafted **in English** (supporting evidence does not need be translated) | |  |
| Submitted **in** **triplicate**: | One signed original  Two copies  No later than **12.12.2017**[[6]](#footnote-6) |  |

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 concenring the participation in both the above tendering procedeure and any contract awarded as a result of it[[7]](#footnote-7).

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. [↑](#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. 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)