

**ANNEX I 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		

2. CONTACT PERSON for this Call for Tender (to act as focal point for all communications which may take place between the EBA and the tenderer)

Name	
Organisation (department, unit, etc...)	
Address	
Telephone / Fax	

<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.

E-mail	
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**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 Annex 2 Declaration(s) <sup>5</sup> of Honour duly filled out, dated and signed;		<input type="checkbox"/>
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 10.3.1 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 10.3.2 of the Tender Specifications);		<input type="checkbox"/>
Documentation demonstrating fulfilment of the Selection Criteria on Technical and Professional capacity (Section 10.3.3 of the Tender Specifications);		<input type="checkbox"/>
<b>ENVELOPE No 2 – Technical Offer</b>		
The Technical Offer providing all information requested in Section 6 and Section 10.4.1 of the Tender Specifications including Annex 8 and where appropriate relevant information on subcontracting as requested in Section 4.3;		<input type="checkbox"/>
<b>ENVELOPE No 3 – Financial Offer</b>		
The Financial Offer providing all the information requested in Section 10.4.2 and drawn up in accordance with the template in Annex 5 of the Tender Specifications;		<input type="checkbox"/>
Tenders shall be drafted in one of the official languages of the European Union although EBA prefers to receive tenders <b>in English</b> ;		<input type="checkbox"/>
Submitted <b>in triplicate</b> :	One signed original	<input type="checkbox"/>
	Two copies	<input type="checkbox"/>

<sup>5</sup> Declarations of Honour and supporting documents on Selection Criteria must be supplied by each member of a consortium of firms submitting a joint tender.

**Call for Tenders No.  
EBA/2015/08/OPS/SER/OP**



	No later than <b>08.02.2016</b> <sup>6</sup>	<input type="checkbox"/>
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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 EBA. We are also aware that the consortium members would have joint and several liability towards the EBA concerning the participation in both the above tendering procedure and any contract awarded as a result of it.

This tender is subject to acceptance within the validity period specified in point 6 of the letter of invitation to tender.

Signed on behalf of the tenderer

Name	
Date	
Signature	

<sup>6</sup> No later than 17:00 (local time) in case of hand delivery.

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