RESTRICTED PROCEDURE EPSO.01/PR/2018/011

**DELIVERY OF VIDEO REMOTE INTERVIEWS**

**Annex 02 to the tender specifications**

**Identification form**

**1. Name(s) of the legal entity or entities submitting the request to participate**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Official Name(s) of the legal entity** | | **Country of establishment** | **Name of the legal representative[[1]](#footnote-1)** | **Division of tasks between the members of the group** | **Identification as (SME)[[2]](#footnote-2)**  **Yes/No** |
| **Candidate/ Lead candidate** |  | |  |  |  |  |
| **Member[[3]](#footnote-3)** |  | |  |  |  |  |
| **Member[[4]](#footnote-4)** |  | |  |  |  |  |
| **Etc[[5]](#footnote-5)**. |  | |  |  |  |  |
| **Contact person(s) for the candidate/lead candidate** | | | | | | |
| **Name** | |  | | | | |
| **Position** | |  | | | | |
| **E-mail** | |  | | | | |

**2. Details of the candidate/lead candidate**

Please go to <http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>, choose your language and legal personality, download the appropriate **Legal Entity form**, complete it and attach it to this form.

You must also attach proof of legal personality, VAT number and a copy of enrolment on professional or trade registers or equivalent, as detailed in the form you have downloaded and filled in.

**3. Bank details of the candidate/lead candidate**

Please go to [http://ec.europa.eu/budget/contracts\_grants/info\_contracts/financial\_id/financial\_id\_en.cfm,](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)choose your language and country, download the appropriate **Financial Identification form**, complete it in accordance with the instructions contained on the web page and attach it to this form.

**4. Details of other members of the group in the case of a group /joint request to participate**

Other members of your group should also go to [http://ec.europa.eu/budget/contracts\_grants/info\_contracts/legal\_entities/legal\_entities\_en.cfm,](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) choose the language and legal personality as appropriate, download the **Legal Entity form**, complete it and attach it to this form.

Each member must also attach proof of legal personality, VAT number and a copy of enrolment on professional or trade registers or equivalent, as detailed in the form downloaded and filled in.

**5. Part subcontracted**

|  |  |
| --- | --- |
| **Please indicate which part of the work will be subcontracted (i.e. the percentage of the total value of the contract)** | |
| **%** |  |

**6. Details of any subcontractor(s)[[6]](#footnote-6) carrying out more than 10% of the value of the framework contract**

|  |  |
| --- | --- |
| Official name |  |
| Business name (if different) |  |
| Abbreviation (if applicable) |  |
| Legal form |  |
| Registration number in the national register of companies |  |
| VAT No (if applicable) |  |
| Name of the legal representative |  |
| Address |  |
| Country |  |
| Subcontractor’s roles, activities and responsibilities |  |

Signature of the legal representative of the candidate/lead candidate: ………………………………………..

Date:……………………

1. The legal representative of the candidate/lead candidate and of each member of the group must be duly authorised to represent it by means of a power of attorney in writing or equivalent supporting document. [↑](#footnote-ref-1)
2. To determine if the entity is a Small or Medium Enterprise, please consult the following website[: http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index\_en.htm](file:///C:\Users\liemach\AppData\Local\Temp\5\7zO8CF315D3\:%20%20http:\ec.europa.eu\growth\smes\business-friendly-environment\sme-definition\index_en.htm). [↑](#footnote-ref-2)
3. Complete in the case of a joint request to participate (group). [↑](#footnote-ref-3)
4. Complete in the case of a joint request to participate (group). [↑](#footnote-ref-4)
5. Duplicate the table if necessary. [↑](#footnote-ref-5)
6. Duplicate the table if necessary. [↑](#footnote-ref-6)