



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

## Annex I (EMA/2019/12/DED)

***Tenderer information sheet & declaration on tender submission - where a joint tender is proposed, please present a response to questions 1.1, 1.2, 1.3, 1.4 and 1.5 for each member individually and for any subcontractor where more than 10% of the contract will be executed by subcontractors.***

Section 1: General information	
1.1 Name of tenderer:	
1.2 Registered Business Address including country of registration:	
Legal status:	
Company registration number:	
VAT registration number:	
Website address:	
1.3 If the tenderer trades under a name, which is different from that given at 1.1. Above, please state the trading name:	
1.4 If the tenderer has traded under any name other than those stated at 1.1. and 1.3. above in the past three years, please give details of previous trading names:	
1.5 Please give the name(s) and title(s) of the person(s) authorised to sign contracts on behalf of the tenderer.	
1.6 Contact details	
Please give details of the person representing the tenderer to whom any queries relating to the answers to the procurement procedure should be addressed:	
Contact Name:	
Contact Title:	

Section 1: General information	
Telephone Number:	
Address for correspondence (if different to that given in 1.2):	
E-mail Address: NB all communication by EMA on the procurement procedure shall be communicated <u>only by e-mail</u> .	

Section 2: Organisational information	
Where a joint tender is proposed, please present this information for each member individually.	
2.1 Is the organisation a subsidiary of another organisation or member of a group of companies?	
Yes	No
Please explain below the relationship between the tenderer and its ultimate holding company:	
2.2 If you have answered Yes to the question above please complete the details below:	
Name of holding company	
Registered office address	
Company registration number	
2.3 Please state whether the ultimate parent company would be prepared to guarantee the tenderer's liabilities in connection with this contract:	
Yes	No

<b>Section 2: Organisational information</b>	
<b>2.4 If the tenderer intends to tender jointly with a partner and has already set up, or intends to set up, a consortium or similar entity to that end, please provide details here together with any other relevant information, including structure and details of the consortium lead and the role of all of the partners.</b>	
<b>2.5 Is the tenderer or any joint partner a SME?<sup>1</sup></b>	
<b>Yes</b>	<b>No</b>

**Declaration:**

I, the undersigned, being the authorised signatory of the above tenderer (including all consortium members, in case of a consortium, and subcontractors), hereby declare that we have examined and accept without reservation the entire contents of the technical specifications for the procurement procedure.

I hereby confirm that:

- The tender (including prices) is valid for six months from the closing date for receipt of tenders.
- The draft contract and terms and conditions of tender are accepted.
- The Agency shall be informed promptly following any matter which would alter or add to any of the information given in response to this tender.

Date:

Signature of authorised  
representative:

(Print name):

Position in company:

Representing (name of tenderer):

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<sup>1</sup> SMEs are defined in European Commission Recommendation 2003/361/EC as companies with fewer than 25 staff and a turnover not exceeding EUR 50 million.