# annex 2 - LETTER OF SUBMISSION OF TENDER

The purpose of this document is to facilitate the preparation of the tender by providing an overview of the information and documents requested.

Dear Sirs,

You will find enclosed the tender of [name of tenderer] in response to invitation to tender FISMA/2019/046/Cfor the Study on Sustainability Ratings and Research.

### Section 1 - IDENTIFICATION

#### 1.1. - Tenderer’s identification[[1]](#footnote-1)

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Legal form** |  |
| **SME** | Yes / No |

|  |
| --- |
| Tenderers will fill in the Legal Entity***[[2]](#footnote-2)*** Form that can be attained from the following internet address: [**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)  and provide the supporting evidence. |

#### 1.2. - Personal details[[3]](#footnote-3)

|  |  |
| --- | --- |
| 1.2.1.- Person authorized to sign the contract on behalf of the tenderer | |
| **Title** | Mr/Ms/Dr/other………………………(delete or complete as appropriate) |
| **Name** | Surname (in capital letters):..............................................................  Forename:........................................................................................ |
| **Function** |  |
| **Contact details** | Direct telephone:..............................................................................  E-mail address:................................................................................ |
| 1.2.2. - Contact person (if different from 1.2.1) | |
| **Title** | Mr/Ms/Dr/other………………………(delete or complete as appropriate) |
| **Name** | Surname (in capital letters):..............................................................  Forename:........................................................................................ |
| **Function** |  |
| **Mailing address** |  |
| **Contact details** | Direct telephone:..............................................................................  E-mail address:................................................................................ |

#### 1.3. – Consortium details[[4]](#footnote-4)

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Contact details** | Contact person: ...............................................................................  Telephone:.......................................................................................  E-mail address:................................................................................ |
| **Legal form** |  |

#### 1.4. - Sub-contractor’s details[[5]](#footnote-5)

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Contact details** | Contact person: ...............................................................................  Telephone:.......................................................................................  E-mail address:................................................................................ |
| **Legal form** |  |
| **Commercial Register , etc. – registration details** | Denomination of register:............................………........................  Date of registration:.............................................................………...........  Country of registration:..................................................................………  Registration number:.....................................................................………. |
| **For natural persons** | Identity Card [No + expiry date].....……………………………………..  Or  Passport or other [No + expiry date].....…………………………………. |
| **VAT** | Registration number:.................................................................................  or  Statement of exemption issued by the national VAT authority dated…………………enclosed under reference......................  Issued by……………………………………… |
| **Short description of the work sub-contracted** |  |

#### SECTION 2 - QUESTIONS RELATING TO EXCLUSION

By filling in and signing the form under Annex 3, the tenderer certifies that he/she does not find himself/herself in any of situations relating to the exclusion criteria.

The successful tenderer will be required to provide the evidence substantiating the non-exclusion before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender (and to subcontractors whose capacity is necessary to fulfil the selection criteria).

#### SECTION 3 - QUESTIONS RELATING TO THE SELECTION OF TENDERER

By filling in and signing the form under Annex 3, the tenderer certifies that he/she fulfils all the selection criteria mentioned thereof. The successful tenderer will be required to provide the evidence substantiating the selection criteria together with the tender and/or before signature of the contract and within a deadline given by the contracting authority (see tender specifications and annex 3). This requirement applies to each member of the group in case of joint tender (and to subcontractors whose capacity is necessary to fulfil the selection criteria).

### Section 4 - Technical Offer

### Section 5 - BANK IDENTIFICATION

|  |
| --- |
| Tenderers will fill in the Bank Account form that can be attained from the following internet address: [**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)  and provide the supporting evidence. |

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(Signature of authorised representative[[6]](#footnote-6))

Forename:……………………………  
Name:………………………………..  
Position………………………..……..  
Date:…………………………………

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1. In the case of a joint tender, this section must be completed by the consortium leader [↑](#footnote-ref-1)
2. In the case of a joint tender, the Legal Entity form must be completed for each member of the consortium. [↑](#footnote-ref-2)
3. In the case of a joint tender, only one person will be authorized to sign (authorised representative of the single tenderer duly authorised by the other tenderers). [↑](#footnote-ref-3)
4. This section must be completed in case tenderer presents a joint offer by a group of tenderers in consortium and must be completed for each member of the consortium. Power of Attorney (Annex 5) should be signed by each member of the group. [↑](#footnote-ref-4)
5. This section must be completed for each sub-contractor whose share of the contract is above 10%. Letter of intent (Annex 6) should be signed by each of the mentioned sub-contractors. [↑](#footnote-ref-5)
6. **All the pages need also to be initialled by the authorised representative** [↑](#footnote-ref-6)