

Comments [in grey in square brackets] are to be deleted and/or replaced by appropriate data.

The names and addresses of all entities participating in the submitted tender, as identified in sections 1.1, 1.3 and 1.4 of this Letter of Submission of Tender, must correspond to their official names and official seats of registration as per their official registration document.

ANNEX 2 - LETTER OF SUBMISSION OF TENDER

Dear Sirs,

You will find enclosed the tender of [name of tenderer] in response to invitation to tender EASME/2020/OP/0001 - "Assistance Mechanism for the Atlantic Action Plan (Lot 1 "Atlantic")"

SECTION 1 - IDENTIFICATION

1.1. - Tenderer's identification¹

NAME	[insert name]	
ADDRESS	[insert address]	
Is the economic operator a Micro, a small or a Medium-Sized Enterprise? ²	<input type="checkbox"/> [Yes]	<input type="checkbox"/> [No]

Tenderers will fill in the Legal Entity³ 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

1.2. - Personal details⁴

1.2.1.- Person authorized to sign the contract on behalf of the tenderer

TITLE	[Mr/Ms/Dr/other]
NAME	Surname (in capital letters):

¹ In the case of a joint tender, this section must be completed by the consortium leader

² This information is used for statistics and is compulsory. The micro, small and medium-sized enterprises are defined in Commission Recommendation 2003/361/EC as companies with fewer than 250 staff and a turnover not exceeding 50 million euros: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>.

³ In the case of a joint tender, the Legal Entity form must be completed for each member of the consortium.

⁴ 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).

	Forename:
FUNCTION	[insert 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	[insert function]
MAILING ADDRESS	[insert mailing address]
CONTACT DETAILS	Direct telephone: E-mail address:

1.3. – Consortium details⁵	
NAME	[insert name]
ADDRESS	[insert address]
CONTACT DETAILS	Contact person: Telephone: E-mail address:
Is the economic operator a Micro, a small or a Medium-Sized Enterprise?	[Yes] [No]

1.4. - Sub-contractor's details⁶	
NAME	[insert name]
ADDRESS	[insert address]
CONTACT DETAILS	Contact person: Telephone:

⁵ 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. This section must be completed in case tenderer presents an offer by a european economic interest grouping (EEIG) and must be completed for each member of the european economic interest grouping whose capacity is necessary to fulfil the selection criteria.

⁶ This section must be completed for each sub-contractor whose share of the contract is above 10% or whose capacity is necessary to fulfil the selection criteria.

E-mail address:	
Is the economic operator a Micro, a small or a Medium-Sized Enterprise?	<input type="checkbox"/> [Yes] <input type="checkbox"/> [No]
SHORT DESCRIPTION OF WORK SUB-CONTRACTED	
PERCENTAGE OF THE PORTION OF WORK SUB-CONTRACTED	

TOTAL PERCENTAGE OF WORK SUB-CONTRACTED (ALL THE SUB-CONTRACTORS PARTICIPATING IN THIS TENDER WHETHER THEIR SHARE IS OR NOT ABOVE 30% AND WHETHER THEIR CAPACITY IS OR IS NOT NECESSARY TO FULFIL THE SELECTION CRITERIA)	
--	--

SECTION 2 - QUESTIONS RELATING TO EXCLUSION

By signing the form under Annex 3, the tenderer certifies that it does not find himself or any natural person with power of representation, decision-making or control over the legal person in any of situations relating to the exclusion criteria.

SECTION 3 - QUESTIONS RELATING TO THE SELECTION OF TENDERER

By signing the form under Annex 3, the tenderer certifies that it complies with the selection criteria.

SECTION 4 - BANK IDENTIFICATION

The tenderer (or the single point of contact in case of joint tender) must provide a Financial Identification Form and supporting documents. The form is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

.....
(Signature of authorised representative⁷)

Tenderer's name:.....
Forename:
Name:
Position:
Date:

⁷ All the pages need also to be initialled by the authorised representative

Annex 2 - Letter of submission of tender

Call for tenders EASME/2020/OP/0001 - "Assistance Mechanism for the Atlantic Action Plan (Lot 1 "Atlantic")"

