**EUSPA/OP/18/24**

**“Galileo Reference Centre (GRC) Facilities Management and Logistics (FML) Services”**

Annex I.A to Invitation to Tender

‘Template identification sheet of the tenderer’

**ANNEX I.A - TEMPLATE IDENTIFICATION SHEET OF THE TENDERER**

**IDENTIFICATION OF THE TENDERER**

(Each service provider, including subcontractor(s) or any member of a consortium or grouping, must complete and sign this identification form)

|  |  |
| --- | --- |
| **Identity** | |
| Name of the legal entity |  |
| Legal status of the legal entity |  |
| Description of role within the Tenderer |  |
| Date of registration |  |
| Country of registration |  |
| Registration number |  |
| VAT number |  |
| Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance)[[1]](#footnote-2) |  |
| Status as Small or Medium sized Enterprise[[2]](#footnote-3) |  |
| **Address** | |
| Address of registered office of legal entity |  |
| Where appropriate, administrative address of legal entity for the purposes of this procurement process |  |
| **Contact Persons** | |
| **For procurement process management[[3]](#footnote-4)** | |
| Surname:  First name:  Title (e.g. Dr, Mr, Ms):  Position (e.g. manager):  Telephone number:  Fax number:  E-mail address: |  |
| **For the signature of the Contract** | |
| Names and functions of legal representatives and of other representatives of the legal entity who are authorised to sign contracts with third parties |  |
| **Declaration by an authorised representative of the organisation[[4]](#footnote-5)**  I, the undersigned, certify that the information given in this identification sheet is correct and that the identification sheet is valid. | |
| Surname:  First name: | Signature: |

1. For natural persons. [↑](#footnote-ref-2)
2. As defined in Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (notified under document number C(2003) 1422). [↑](#footnote-ref-3)
3. One person per tenderer (legal entity, group or consortium) has to be identified for the purposes of this procurement procedure. This person will be responsible for distributing information within the Tenderer. [↑](#footnote-ref-4)
4. This person must be included in the list of legal representatives of the company having the prospectively necessary PoA or must be authorised through official PoA by one of these persons; otherwise, the signature on the tender will be invalidated. [↑](#footnote-ref-5)