

**GSA/OP/09/14**

**"General ICT Support"**

**ANNEX I.A to the Tender Specifications**  
**Template Identification Sheet of the Tenderer**

**IDENTIFICATION OF THE TENDERER**  
(one per each legal entity involved)

Identity	
Name of the Tenderer	
Legal status of the Tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
Address	
Address of registered office of the Tenderer	
Where appropriate, administrative address of the Tenderer for the purposes of this invitation to tender	
Contact Person	
Surname: First name: Title (e.g. Dr, Mr, Ms) : Position (e.g. manager): Telephone number: Fax number: E-mail address:	
Legal Representatives	
<b>Names and function of legal representatives</b> and of other representatives of the Tenderer who are authorised to sign contracts with third parties	

**Declaration by an authorised representative of the organisation<sup>1</sup>**

I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.

Surname:

First name:

Signature:

**IMPORTANT!**

- 1) All Tenderers must provide proof of **registration**, as prescribed in their country of establishment, on one of the **professional or trade registers** or provide a declaration or certificate.
- 2) Each service provider (including subcontractor(s) or any member of a consortium or grouping) must complete and sign the identification forms and also provide above-mentioned documents.

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<sup>1</sup> This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.