# ANNEX 11

**ADMINISTRATIVE IDENTIFICATION AND DECLARATION FORM:**

|  |  |
| --- | --- |
| **IDENTIFICATION OF THE TENDERER** | |
| Name of Tenderer *(in full)* |  |
|  |
| Legal form of Tenderer *(e.g. SA)* |  |
| Date and country of registration |  |
| Registration number |  |
| VAT number |  |
| Registered office address |  |
|  |
|  |
| Administrative address  (if different to above) |  |
|  |
|  |
| Are you an SME?[[1]](#footnote-1) (Yes/No) |  |
| Name of contact person |  |
| Position *(e.g. Manager)* |  |
| Telephone number |  |
| e-mail address |  |
| Website |  |
|  | |
| **DECLARATION BY AUTHORISED LEGAL REPRESENTATIVE OF TENDERER[[2]](#footnote-2)** | |
| *I, the undersigned, certify that the information given in this tender is correct & that the tender is valid.* ***In the event that our tender is successful,******I will be the contract signatory****.* | |
| First name |  |
| Last name |  |
| Title *(e.g. Mr, Mrs, Dr, Professor.)* |  |
| Position *(e.g. Managing Director)* |  |
| Telephone number |  |
| e-mail address |  |

**SIGNATURE:** ……………………………

**DATE:** ...................................................

1. The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million [↑](#footnote-ref-1)
2. Must be a legally constituted representative of the tendering entity otherwise the tender signature is invalid [↑](#footnote-ref-2)