



ANNEX 5 - 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 **SRB/NEG/11/2015 for the "Ratings and Research Services"**.

SECTION 1 - IDENTIFICATION

Tenderer's identification

NAME	
ADDRESS	
LEGAL FORM	

Tenderers will fill in the Legal Entity Form that can be attained from the following internet addresses:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
 and provide the supporting evidence.

Personal details

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:.....

1.1.1.1. 1.3. – Consortium details¹

NAME	
ADDRESS	
CONTACT DETAILS	Contact person: Telephone:..... E-mail address:.....
LEGAL FORM	

Sub-contractor's details²

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

¹ 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 6) should be signed by each member of the group.

² This section must be completed for each sub-contractor whose share of the contract is above 20%. Letter of intent (Annex7) should be signed by each of the mentioned sub-contractors.

	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 PORTION OF WORK SUB- CONTRACTED	

ANNEX 6 – MODEL OF POWER OF ATTORNEY**MODEL 1 OF POWER OF ATTORNEY****(DESIGNATING ONE OF THE COMPANIES OF THE GROUP AS LEADER AND
GIVING A MANDATE TO IT)****Agreement / Power of Attorney**

We the undersigned:

- Signatory 1 (Name, Function, Company, Registered address, VAT Number)
- Signatory 2 (Name, Function, Company, Registered address, VAT Number)
-
- Signatory N (Name, Function, Company, Registered address, VAT Number),

Each of them having the legal capacity required to act on behalf of his/her company,
HEREBY AGREE AS FOLLOWS:

In case the SRB awards the Contract (« **the Contract** ») to Company 1, Company 2, ..., Company N (« **the Group Members** »), based on the joint offer submitted by them on for the supply of and/or the provision of services for ... (« **the Supplies and/or the Services** »).

- (1) As co-signatories of the Contract, all the Group Members:
 - (a) Shall be jointly and severally liable towards the SRB for the performance of the Contract.
 - (b) Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the Supplies and/or the Services.
- (2) To this effect, the Group Members designate Company X as **Group Leader**. **[N.B.: The Group Leader has to be one of the Group Members]**
- (3) Payments by the SRB related to the Supplies or the Services shall be made through the Group Leader's bank account. **[Provide details on bank, address, account number, etc.]**.
- (4) The Group Members grant to the Group Leader all the necessary powers to act on their behalf in connection with the Supplies and/or the Services. This mandate involves in particular the following tasks:
 - (a) The Group Leader shall sign any contractual documents - including the Contract, and Amendments thereto - and issue any invoices related to the Supplies or the Services on behalf of the Group Members.
 - (b) The Group Leader shall act as single point of contact for the SRB in connection with the Supplies and/or the Services to be provided under the Contract. It shall co-ordinate the provision of the Supplies and/or the

Services by the Group Members to the SRB, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to the SRB's express approval.

This agreement / power of attorney shall expire when all the contractual obligations of the Group Members towards the SRB in connection with the Supplies and/or the Services to be provided under the Contract have ceased to exist. The parties cannot terminate it before that date without the SRB's consent.

Signed in on

Name

Function

Company

Name

Function

Company

Name

Function

Company

Name

Function

Company

MODEL 2 OF POWER OF ATTORNEY**(CREATING THE GROUP AS SEPARATE ENTITY, APPOINTING A GROUP
MANAGER AND GIVING A MANDATE TO HIM/HER)****Agreement / Power of Attorney**

We the undersigned:

- Signatory 1 (Name, Function, Company, Registered address, VAT Number)
- Signatory 2 (Name, Function, Company, Registered address, VAT Number)
-
- Signatory N (Name, Function, Company, Registered address, VAT Number),

Each of them having the legal capacity required to act on behalf of his/her company,
HEREBY AGREE AS FOLLOWS:

In case the SRB awards the Framework Service Contract (« **the Contract** ») to Company 1, Company 2, ..., Company N (« **the Group Members** »), based on the joint offer submitted by them on for the supply of and/or the provision of services for ... (« **the Supplies and/or the Services** »).

- (1) As co-signatories of the Contract, all the Group Members:
 - (a) Shall be jointly and severally liable towards the SRB for the performance of the Contract.
 - (b) Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the Supplies and/or the Services.
- (2) To this effect, the Group Members have set up under the laws of the Group (« **the Group** »). The Group has the legal form of a..... **[Provide details on registration of the Group: VAT Number, Trade Register, etc.]**.
- (3) Payments by the SRB related to the Supplies or the Services shall be made through the Group's bank account. **[Provide details on bank, address, account number, etc.]**.
- (4) The Group Members appoint Mr/Ms as **Group Manager**.
- (5) The Group Members grant to the Group Manager all the necessary powers to act alone on their behalf in connection with the Supplies and/or the Services. This mandate involves in particular the following tasks :
 - (a) The Group Manager shall sign any contractual documents - including the Contract, **[Specific Agreements]** and Amendments thereto - and issue any invoices related to the Supplies or the Services on behalf of the Group Members.

- (b) The Group Manager shall act as single point of contact for the SRB in connection with the Supplies and/or the Services to be provided under the Contract. He/she shall co-ordinate the provision of the Supplies and/or the Services by the Group Members to the SRB, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to the SRB's express approval.

This agreement / power of attorney shall expire when all the contractual obligations of the Group Members towards the SRB in connection with the Supplies and/or the Services to be provided under the Contract have ceased to exist. The parties cannot terminate it before that date without the SRB's consent.

Signed in on

Name
Function
Company

Name
Function
Company

Name
Function
Company

Name
Function
Company

ANNEX 7 - MODEL OF LETTER OF INTENT FOR SUBCONTRACTOR

Letter of Intent

Insert title of this call

The undersigned:

Name of the company/organisation:

Address:

.....

.....

Declares hereby the intention to collaborate in the execution of the tasks subject to the above call for tender, in accordance with the terms of the offer to which the present form is annexed, if the contract is awarded to **(name of the tenderer)**.

Declares hereby accepting the general conditions attached to the tendering specifications for this call for tender.

Full name

Date

Signature