

## ANNEX III: Administrative information FORM

(Preferably on the tenderer's headed notepaper)  
**TENDER SUBMISSION FORM**  
To be completed by the authorised signatory of the tenderer

### 1. SUBMITTED BY:

The tenderer's full official legal name <sup>1</sup>	
Acronym <sup>1</sup>	
Official legal form (The legal details are described in the 'legal entity form' to be enclosed with the application form: <a href="http://ec.europa.eu/budget/info_contract/legal_entities_en.htm">http://ec.europa.eu/budget/info_contract/legal_entities_en.htm</a> ):	
Company registration number	
VAT number	

### 2. CONTACT DETAILS (TENDERER'S'S REGISTERED ADDRESS)

Street	
Postcode	
City	
Country	
Telephone	
Mobile number	
E-mail address	
Website	

### 3. CONTACT DETAILS (FOR THIS TENDER)

Title (e.g. Dr, Mr, Mrs, Ms)	
Surname	
First name	
Job title/role	
Telephone (with country and area code)	
Mobile number	
Fax number (with country and area code) <sup>2</sup>	
E-mail address	

<sup>1</sup> In the case of a consortium, insert the agreed name of the consortium.

<sup>2</sup> If applicable.

**4. PERSON AUTHORISED TO SIGN THE CONTRACT**

Title (e.g. Dr, Mr, Mrs, Ms)	
Surname	
First name	
Job title/role	
Telephone (with country and area code)	
Mobile number	
Fax number (with country and area code) <sup>3</sup>	
E-mail address	

**5. STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer (including all consortium partners in the case of a consortium), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender file for the tender procedure referred to above.

We propose to provide the services requested in the tender dossier on the basis of our offer.

<b>Surname</b>	
<b>First name</b>	
<b>Signature</b>	
<b>Date</b>	

If applicable, a copy of the statutes must be enclosed.

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<sup>3</sup> If applicable.