**Annex 2**

**Administrative form**

**Please complete this annex as part of your offer submission package (See Call for Tenders)**

1. **SUBMITTED BY (i.e. the identity of the Tenderer)**

|  |  |  |
| --- | --- | --- |
|  | Name(s) of legal entity or entities making this application | Nationality[[1]](#endnote-1) |
| Leader[[2]](#endnote-2) |  |  |
| Member |  |  |
| Etc.  |  |  |

1. **CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Address: |  |
| Telephone: |  |
| E-mail: |  |

**3. Declarations**

Hereby declare that we:

* Are submitting this tender [on an individual basis]\* [as member of the consortium led by < name of the leader> [ourselves]]\* for this contract.
* Are committed to participate in completing Lot 1 and Lot 2 under the conditions described in the Call for Tenders document;
* Have stable and sufficient sources of funding to deliver this activity
* Are not bankrupt or being wound up, is not having its affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, is not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations
* Our persons having powers of representation, decision making or control over it have not been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
* Has not been guilty of grave professional misconduct
* Are in compliance with its obligations relating to the payment of social security contributions and the payment of taxes, in accordance with the legal provisions of the country in which we are established.
* Have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the EU’s financial interests;
* Are not currently subject to an administrative penalty under Article 131(5) of Regulation (EC, Euratom) No 966/2012;
* Are not subject to a conflict of interest in connection with the grant;

[Delete and replace with DATE and PLACE]

………………………………………………………………………………

SIGNATURE OF AUTHORISED REPRESENTATIVE

1. Country in which the legal entity is registered. [↑](#endnote-ref-1)
2. Add/delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this application form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this application is submitted by an individual legal entity, the name of that legal entity should be entered as ‘Leader’ (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of applications indicated in the Contract notice and the award of the contract is not permitted without the prior written consent of the Contracting Authority. [↑](#endnote-ref-2)