

## ANNEX 1 - TENDER SUBMISSION FORM

1. SUBMITTED by (i.e. the identity of the tenderer)	
Tenderer	
Legal Name (if different from above)	
Legal Address	
Postal Address for Tender (if different from above)	
Nationality (country of registration)	
VAT Registration Number	

2. CONTACT PERSON for this Tender (to act as focal point for all communication which may take place between the S2R JU and the tenderer)	
Name	
Organisation	
Address	
Telephone	
E-mail	

3. AUTHORISED SIGNATORY for this Tender (i.e. legally authorised representative of the tenderer)	
Name	
Position	
Address	
Documentary Evidence Attached	<input type="checkbox"/> Supporting documents providing evidence that above-mentioned signatory is legally empowered to represent / sign on behalf of the tenderer attached.

4. INFORMATION ON JOINT TENDERS
Tender is submitted on behalf of a Consortium (indicate as applicable) YES <input type="checkbox"/> / NO <input type="checkbox"/>

Role	Name(s) of legal entity or entities submitting this tender	Nationality
Leader (as above)		
Member 1		
Member 2		

Add / delete additional lines for consortium members as appropriate. **Please note that a sub-contractor IS NOT considered to be a consortium member.**

5. INFORMATION ON SUB-CONTRACTING		
Tenderer will make use of sub-contractors ( <i>indicate as applicable</i> ) YES <input type="checkbox"/> / NO <input type="checkbox"/>		
We/I undertake to guarantee the eligibility of the sub-contractor(s) for the parts of the contract for which we have stated our intention to sub-contract in the technical offer.		
Name	Nationality	% Sub-contracted

Add / delete additional lines for sub-contractors as appropriate.

**6. SUBMISSION CHECKLIST (i.e. content of the offer) - Our tender is made up of the following documents, duly signed and dated:**

**ENVELOPE A – ADMINISTRATIVE DATA**

	Single Tenderer / Consortium Leader	Consortium Members	Sub-contractors
✓ <b>Tender Submission Form</b> (front page of administrative documents) – using template in <b>Annex 1.</b>	<input type="checkbox"/>	N/A	N/A
✓ <b>Declaration of Honour</b> (Exclusion Criteria) – using template in <b>Annex 2.</b>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
✓ <i>In case of sub-contracting: Subcontractors Declaration – <b>Annex 3.a.</b></i>	N/A	N/A	<input type="checkbox"/>
✓ <b>Financial Identification Form</b> – using the template downloadable from here: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</a>	<input type="checkbox"/>	N/A	N/A
✓ <b>Legal Entity Form</b> (Selection Criteria - Legal Capacity) – using template from link below and the supporting documents requested: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
✓ <b>Economic &amp; Financial Capacity Documents</b> (Selection Criteria – Economic & Financial Capacity) – as specified in Section 4.3.2 of the Tender Specifications.	<input type="checkbox"/>	<input type="checkbox"/>	N/A <sup>1</sup>
✓ <i>In case of consortia: Consortium agreement (if already available), or, powers of attorney</i> issued by the consortium members empowering the representative of the consortium leader (tenderer) to submit a tender on their behalf.	<input type="checkbox"/>	<input type="checkbox"/>	N/A

**ENVELOPE B – TECHNICAL DOCUMENTS** (one signed original & <number> copies)

✓ <b>Technical &amp; Professional Capacity Documents</b> (– evidence required).	<input type="checkbox"/>
✓ <b>Technical Offer</b>	

**ENVELOPE C - FINANCIAL DOCUMENTS** (one signed original & <number> copies)

✓ <b>Financial Offer</b> (section 4.4.2) - using the template in <b>Annex 6</b>	<input type="checkbox"/>
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**7. DECLARATION**

<sup>1</sup> Unless the tenderer relies on the sub-contractor(s) to meet the minimum requirements set in Section 4.3.2.

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

Furthermore we/I hereby solemnly declare that:

- In the case of consortium: We/I are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the tender procedure except with the prior written authorisation of the Shift2Rail Joint Undertaking. We are also aware that the consortium members would have joint and several liability towards the Shift2Rail Joint Undertaking concerning participation in both the above procedure and any contract awarded to us as a result of it.
- We/I accept the validity period stipulated in the Tender Specifications.
- We declare and confirm our/my unconditional and irrevocable **acceptance of all the terms and conditions** set out in the tender documents and, where appropriate, waiver of our/my own general or specific terms and conditions. *Please note that this acceptance shall be fully binding on the tenderer as of submission of the tender and, in case of successful contract award, for the entire duration of the contract.*
- We/I are aware that there is no possibility of negotiating the contract and, should the contract be awarded to us/me I hereby undertake to duly sign it with the same terms and conditions and substantially in the form enclosed in the tender documents.
- We/I are also aware and agree that non-acceptance of terms and/or conditions as cited above **may lead to the exclusion of our/my tender** for non-compliance with the tender conditions.

<b>Name</b>	
<b>Date &amp; Signature</b>	