# ADMINISTRATIVE DATA

**A) TENDERER/ LEADER IN A JOINT OFFER:**

|  |  |
| --- | --- |
| Name of tenderer |  |
| Address and town  (for natural person, indicate address of permanent residence and nationality) |  |
| Post code |  |
| VAT number |  |
| Tel. |  |
| E-mail of the tenderer |  |
| Website (if applicable) |  |
| Legal status |  |
| If private entity; number of staff/ Annual turnover |  |
| Name and email of the contact person for this tender |  |
| Name and e-mail of the administrative contact point for project implementation (i.e. payments and invoices) in case of award |  |
| Name and position in the organisation of the legal representative – who will sign the contract in case of award |  |
| Swift code for the bank account identified in form C) Financial Identification Form |  |

**PARTNER IN A JOINT OFFER (insert a new table for each partner):**

|  |  |
| --- | --- |
| Name of partner in a joint offer |  |
| Address and town  (for natural person, indicate address of permanent residence and nationality) |  |
| Post code |  |
| VAT number |  |
| Tel. |  |
| E-mail of the partner in a joint offer |  |
| Legal status |  |
| If private entity; number of staff/ Annual turnover |  |
| Name and position in the organisation of the legal representative – who will sign the power of attorney |  |

**SUBCONTRACTOR IN A JOINT OFFER (insert a new table for each subcontractor):**

|  |  |  |
| --- | --- | --- |
| Name of subcontractor |  |  |
| Address and town |  |  |
| Post code |  |  |
| VAT number |  |  |
| Tel. |  |  |
| E-mail of the subcontractor |  |  |
| Legal status |  |  |
| % of tasks to be subcontracted |  | |

**B) LEGAL ENTITY FORM:**

This form is to be downloaded, depending on the nationality of the tenderer, from the following website:

<https://ec.europa.eu/info/publications/legal-entities_en>

**C) FINANCIAL IDENTIFICATION FORM:**

This form is to be downloaded, depending on the nationality of the tenderer, from the following website:

https://ec.europa.eu/info/publications/financial-identification\_en