

STANDARD SUBMISSION FORMS
AQ FWC\1\2024
Framework Contract for the provision of
event organization services

Form 1

Identification of the Tenderer

Identification	
Name of the Tenderer	
Legal Status of the Tenderer	
Date of Registration	
Country of Registration	
Registration No.	
VAT No.	
Address	
Address of registered office of Tenderer	
Where appropriate, administrative address of Tenderer for the purposes of this invitation to Tender	
Contact Person	
Title (e.g. Dr., Mr., Ms.) Full Name	
Position	
Tel No.	
Fax. No.	
Mobile No.	
Email (<i>for future communication under this tender</i>).	
Legal Representative	
Name and function of Legal Representatives (<i>and other representatives of the tender who are authorised to sign contracts</i>)	
Declaration by an authorised representative of the organisation I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Name , Place , Date,	Signature

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Form 2

SUBCONTRACTING FORM by Tenderer

Please indicate (by ticking the appropriate box) whether the Tenderer intends to subcontract all or part of the performance of the Contract, if awarded.

- YES, the Tenderer intends to subcontract all or part of the performance of the Contract, if awarded.
- NO, the Tenderer does not intend to subcontract all or part of the performance of the Contract, if awarded.

If YES, please specify which parts of the Contract, and the name and address of any subcontractor(s). In each case of subcontracting please specify the roles, activities and responsibilities of the proposed subcontractor(s) and the reasons why subcontracting is envisaged.

Description	Percentage of the contract	Subcontractor
		Full Name: Address:
		Full Name: Address:
		Full Name: Address:

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Form 3

Subcontractor / Letter of Intent

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, and in particular art. II.18 in relation with checks and audits.

Full name

Date

Signature

.....

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Form 4

LEGAL ENTITY

To be downloaded from:

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf

Please attach the necessary supporting documents as required (see instructions in the file).

Subcontractors are only obliged to provide the legal entity form without the evidence, and are not required to present the Financial Identification Form.

Form 5

FINANCIAL IDENTIFICATION FORM

To be downloaded from:

https://commission.europa.eu/publications/financial-identification_en

Form 6

**Declaration of honour on exclusion criteria and absence of conflict of
interest**

To be downloaded from:

<https://culture.ec.europa.eu/sites/default/files/2021-05/eac-a03-2021-declaration-honour.pdf>