

ANNEX A-1: NAME OF BIDDER

This Bid is prepared and submitted on behalf of the legal corporate entity specified below:

FULL NAME OF CORPORATION: _____

DIVISION (IF APPLICABLE): _____

SUB DIVISION (IF APPLICABLE): _____

OFFICIAL MAILING ADDRESS: _____

VAT ID (IF E.U. COMPANY): _____

E-MAIL ADDRESS:

PHONE NO: _____

POINT OF CONTACT REGARDING
THIS BID:

NAME: _____

POSITION: _____

E-MAIL: _____

TELEPHONE: _____

ALTERNATIVE POINT OF
CONTACT:

NAME: _____

POSITION: _____

E-MAIL: _____

TELEPHONE: _____

ANNEX A-2 : DECLARATION OF AUTHENTICITY AND ACCURACY OF SUBMITTED DOCUMENTATION

Mr/Ms, [FULL NAME], with ID Card Number [ID CARD NUMBER], acting in my capacity as [POSITION IN THE COMPANY] and duly authorised representative of [FULL LEGAL NAME OF THE COMPANY], with registered office at [ADDRESS],

I hereby make the following solemn declaration, fully aware of the consequences of providing false or misleading information in the context of a procurement procedure:

1. That all documents, certificates, statements, and information submitted by the company as part of its offer for the Invitation for Bid Reference 26SC08 are complete, accurate, and correspond to original and valid records lawfully held by the company.
2. That all official/public documents submitted, such as tax clearance certificates, social security compliance confirmations, registration certificates, or similar, have been lawfully obtained from the official issuing authorities of the relevant country, and are genuine and unaltered.
3. That the list of reference contracts submitted reflects services or works genuinely performed by the company, and the data regarding contract scope, value, duration, and client identity is truthful and verifiable.
4. That the client satisfaction forms provided were duly completed and signed by authorized representatives of the respective clients based on their direct knowledge of the company's performance, and have not been altered or fabricated in any way.
5. That all the data provided for the evaluation of this contest is true and correct, and that our proposal submitted in response to the referred solicitation is fully compliant with the provisions of the Invitation for Bid.
6. That the company is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulation; that it has not been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata; and that it has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity
7. That the company acknowledges and expressly accepts that the Contracting Authority reserves the right to conduct any verification deemed necessary to confirm the accuracy of the submitted documentation, including but not limited to contacting the referenced clients and consulting relevant official or public sources.

8. That the company acknowledges that any material misrepresentation, falsification, or omission may result in immediate exclusion from the procurement procedure and may give rise to legal consequences in accordance with applicable national and EU legislation.

In [CITY] on [DATE]

Signature: (secure digital signature or hand-written)

Name:

Position: [POSITION]

ANNEX A-4: LIST OF REQUIRED DOCUMENTS
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As per Articles 16 and 20 of Part I, inclusion of the following documents is mandatory for the tender to be considered valid. HQ EC reserves the right to regularize tenders failing the selection criteria. In that case, all bidders concerned will be allowed to correct their tender in a given timeframe.

#	Description	Compliant	Not compliant	Comments/Remarks
PRESENTATION OF THE BID				
1	The bid is provided in two sealed envelopes marked as prescribed in Part I, Article 12.			
2	A USB stick with a copy of all tender documentation (optional)			
ADMINISTRATIVE DOCUMENTS				
1	Table of Contents			
2	Bidder's name and information (Annex A-1)			
3	Declaration of authenticity and accuracy, completed and signed (Annex A-2)			
4	Power of Attorney of the person signing the contract and copy of a valid ID .			
5	Proof of commercial registration in the Country of Origin/Registration			

6	Certificate from national revenue authorities stating bidder's fulfilment of tax obligations			
7	Certificate from social security authorities stating bidder's fulfilment of social security contributions/obligation			
8	Certificate of insurance stating bidder's fulfilment of suitable civil liability insurance (with indication of liabilities covered and limits)			
9	Certificate from a bank institution proving that the bidder and proposed sub-contractor(s) was/were not subject to bankruptcy over the past 3 years.			
10	Signature part of the Contract, duly completed and signed by a person lawfully allowed the act of behalf of the company			
11	Proof of facility security clearance (NATO SECRET)			

Section B – TECHNICAL AND ECONOMICAL OFFER				
This list of document is required for each contract to which the Bidder applies				
1	List of contracts similar in subject and scope performed within the past 5 years, if any (Annex A-4)			
2	List of sub- contractor(s) if any, with area of work			
4	List of key management personnel			
5	Provision of technical specification containing at least what is specified in Technical Requirement (Part III)			
6	Price proposal duly completed and signed (corresponding Annex A-3)			