

in **point 9.1** above, EIB shall not sign the above threshold contract with the successful Tenderer until a standstill period of 10 (ten) calendar days has elapsed, running from the day after the simultaneous dispatch by email of the notification to Tenderers (those rejected and the successful one).

### 9.3. Additional administrative documentation

The successful Tenderer shall in addition complete EIB's Vendor Information Form (VIF), which will be supplied by EIB together with the award notification, and provide all information required therein. Unless issued electronically via the Supplier Portal (not available at the time this version of the 'General Administrative and Submission Clauses' is published), the VIF shall be submitted as follows:

- VIF filled in in Excel, and
- the signed, stamped and dated VIF in image file or .pdf, as a scan of the original document signed [a certified digital signature is acceptable, but a photographic image of the hand signature copy-pasted on the document is not: if not digital, the signature should be made by hand (the document should be printed, hand signed and then scanned to pdf or image format)].

The VIF must be accompanied by two supporting documents:

- i. a bank account statement, and
- ii. an extract of corporate registration.

**Ad i)** a recent bank account identification statement, also known as bank information form (not older than 6 months) confirming the bank details for the bank account(s) specified in the VIF:

- Account holder name
- Account number (IBAN)
- Name of the bank
- BIC/SWIFT code for the intermediary bank, if used

This statement can take various forms (e.g. it is known as *relevé d'identité bancaire*, or RIB in French speaking countries), and in fact any form that clearly links the vendor to the bank (account) is acceptable, provided it is issued by the bank and duly signed, such as:

- Extract of the bank account
- Written confirmation issued by the bank
- Bank account contract

The bank account identification statement is to be signed, stamped and dated by the successful Tenderer's legal representative who signs the VIF or by a representative of the successful Tenderer's bank.

#### Format:

- Image file or .pdf, as a scan of the original document signed, stamped and dated (amounts of balances and movements mentioned on the bank statements may for privacy reasons be masked);