

4. FORM AND CONTENT OF THE SUBMISSIONS

4.1. Form of the tender: how to submit the request to participate/tender?

Requests to participate/tenders are to be submitted according to the instructions laid down in the Invitation to submit request to participate /Invitation to tender letter.

👉 A request to participate/tender received after the deadline indicated in the respective Invitation letter will be rejected.

4.2. Content of the submission under step 1: what documents to submit with the request to participate?

The documents to be submitted with the request to participate are listed in *Annex 1*.

The following requirements apply:

- *Cover letter* signed by an authorised representative of the candidate.

The letter must clearly indicate:

- the procedure reference number and title,
- the name of the candidate (in case of a *joint tender* the names of all members of the group and the name of the *Group leader*).
- if applicable, the names of identified subcontractors and entities on whose capacity the candidate relies for fulfilling the selection criteria,
- contact details for communications with the *Contracting authority* (including contact person and email),
- indication whether the candidate is a Small or Medium Size Enterprise in accordance with Commission Recommendation 2003/361/EC (this information is used for statistical purposes only).

- *Identification forms and supporting documents*

- Legal Entity Form (and supporting documents indicated in the form)

The form must be duly signed by an authorised representative of the legal entity. It is available at the following link:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Entities that are already registered in the *Contracting authority's* accounting system (i.e. they have already been contractors of the Commission) must provide the form but are not obliged to provide the supporting documents.

- Financial Identification Form (and supporting documents indicated in the form)

The form must be duly signed by an authorised representative of the candidate (the *Group leader* in case of a joint tender). It is available at the following link: