**ANNEX 05**

**Identification Form**

*[Instructions:*

* *Please, remember to insert the number of the procedure in the header;*
* *Text in yellow means that text needs to be entered;*
* *Text between [ ] and in yellow means that there are options of which one shall be chosen;*
* *Text between [ ], in italics and in green are instructions/clarifications.*

*Ensure that all instructions and optional text which is not applicable is deleted before issuing the document.]*

**Identification Form**

**Instructions to candidates/tenderers**

A duly completed and signed Identification Form shall be submitted as part of the *Submission*[[1]](#footnote-1) and shall be complemented with documentary evidence in relation to the person(s) authorised to sign on behalf of the economic operator(s) involved. Please fill the sections of this form in accordance with the following:

• For a single candidate/tenderer or a group leader, fill sections 1 and 5;

• For a group member, fill section 2;

• For a third party, fill section 3;

• For a subcontractor, fill section 4.

If the procurement procedure is divided into lots, an Identification Form shall be submitted for each lot.

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| **1.** | **SINGLE CANDIDATE/TENDERER or GROUP LEADER** | |
| Official name (in full) of the economic operator | | .……….……………….………………………………………………… |
| Legal form | | .……….……………….………………………………………………… |
| Address of registered office or domicile | | .……….……………….………………………………………………… |
| Administrative address for the purposes of this procurement procedure (if applicable) | | .……….……………….………………………………………………… |
| VAT number or other identifier | | .……….……………….………………………………………………… |
| Small or medium-sized enterprise[[2]](#footnote-2) | | ⃝ YES ⃝ NO |
| **Person authorised to sign on behalf of the ECONOMIC OPERATOR**  (The information on the legal representative is requested only for possible electronic signature of contract, in case the submitted tender is to be successful in the procedure)  (Please repeat this information for as many persons as needed) | | |
| Name and position  (Documentary evidence of the authorisation to sign on behalf of the legal entity (e.g. copy of legal entity statutes) shall be provided) | | .……….……………….…………………………………………………  .……….……………….………………………………………………… |
| Telephone number(s) | | .……….……………….………………………………………………… |
| E-mail address(es) | | .……….……………….………………………………………………… |
| **Contact Person(s) for this Procurement Procedure**  (Please repeat this information for as many persons as needed) | | |
| Name and position | | .……….……………….…………………………………………………  .……….……………….………………………………………………… |
| Telephone number(s) | | .……….……………….………………………………………………… |
| Fax number(s) | | .……….……………….………………………………………………… |
| E-mail address(es) | | .……….……………….………………………………………………… |

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| **2.** | **GROUP MEMBER(S)**  (Please repeat the below information for every group member) | |
| Official name (in full) of the group member | | .……….……………….………………………………………………… |
| Legal form | | .……….……………….………………………………………………… |
| Address of registered office or domicile | | .……….……………….………………………………………………… |
| VAT number or other identifier | | .……….……………….………………………………………………… |
| Small or medium-sized enterprise[[3]](#footnote-3) | | ⃝ YES ⃝ NO |
| **Person authorised to sign on behalf of the group member**  (Please repeat this information for as many persons as needed) | | |
| Name and position  (Documentary evidence of the authorisation to sign on behalf of the legal entity (e.g. copy of legal entity statutes) shall be provided) | | .……….……………….…………………………………………………  .……….……………….………………………………………………… |

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| **3.** | **THIRD PARTIES PROVIDING CAPACITIES TO FULFIL THE SELECTION CRITERIA**  (Please repeat the below information for every third party) | |
| Official name (in full) of the third party | | .……….……………….………………………………………………… |
| Legal form | | .……….……………….………………………………………………… |
| Address of registered office or domicile | | .……….……………….………………………………………………… |
| VAT number or other identifier | | .……….……………….………………………………………………… |
| Is there a link (e.g. financial, legal etc.) between the third party and the tenderer? | | ⃝ YES ⃝ NO  Please specify: …………………………………………………… |
| What kind of capacity is the third party providing? | | ⃝ Economic and financial  ⃝ Technical and professional |
| **Person authorised to sign on behalf of the third party**  (Please repeat this information for as many persons as needed) | | |
| Name and position  (Documentary evidence of the authorisation to sign on behalf of the legal entity (e.g. copy of legal entity statutes) shall be provided) | | .……….……………….…………………………………………………  .……….……………….………………………………………………… |

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| **4.** | **subcontractor[[4]](#footnote-4)**  (Please repeat the below information for each subcontractor) | |
| Official name (in full) of the subcontractor | | .……….……………….………………………………………………… |
| Share of the contract (in %)**[[5]](#footnote-5)** | | …….% |

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| **5.** | **signature** |
| Name and position .……….……………….…………………………………………………  Duly authorised to represent and act on behalf of the candidate/tenderer:  Name of the company/organisation .……….……………….…………………………………………………  Date and signature .……….………………… .……….……………….………………………………………………… | |

1. *Submission* is to be understood as:

   the request to participate in case of an invitation to participate;

   the tender in case of an invitation to tender. [↑](#footnote-ref-1)
2. For the definition of SME, see Official Journal L 124, 20.5.2003, p. 38

   (<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32003H0361&from=EN>) [↑](#footnote-ref-2)
3. For the definition of SME, see Official Journal L 124, 20.5.2003, p. 38

   (<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32003H0361&from=EN>) [↑](#footnote-ref-3)
4. Third parties providing technical and professional capacity identified in section 3 also need to be identified as *Subcontractors* in section 4. Please refer to Section 5 of the Invitation to Tender. [↑](#footnote-ref-4)
5. Please refer to Section 4 of the Invitation to Tender. [↑](#footnote-ref-5)