ANNEX 5 - LETTER OF SUBMISSION OF TENDER

The purpose of this document is to facilitate the preparation of the tender by providing an overview of the information and documents requested.

Dear Sirs,

You will find enclosed the tender of [name of tenderer] in response to invitation to tender SRB/NEG/11/2015 for the "Ratings and Research Services".

SECTION 1 - IDENTIFICATION

<table>
<thead>
<tr>
<th>Tenderer’s identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>LEGAL FORM</td>
</tr>
</tbody>
</table>

Tenderers will fill in the Legal Entity Form that can be attained from the following internet addresses: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm and provide the supporting evidence.

<table>
<thead>
<tr>
<th>Personal details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.1.- Person authorized to sign the contract on behalf of the tenderer</td>
</tr>
<tr>
<td>TITLE</td>
</tr>
<tr>
<td>NAME</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>FUNCTION</td>
</tr>
<tr>
<td>CONTACT DETAILS</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>1.2.2. - Contact person</td>
</tr>
<tr>
<td>TITLE</td>
</tr>
<tr>
<td>NAME</td>
</tr>
<tr>
<td>FUNCTION</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
</tr>
<tr>
<td>CONTACT DETAILS</td>
</tr>
</tbody>
</table>

### 1.1.1. 1.3. – Consortium details

| NAME |
| ADDRESS |
| CONTACT DETAILS | Contact person: ........................................................................... Telephone: ........................................................................... E-mail address: ........................................................................... |
| LEGAL FORM |

### Sub-contractor’s details

| NAME |
| ADDRESS |
| CONTACT DETAILS | Contact person: ........................................................................... Telephone: ........................................................................... E-mail address: ........................................................................... |
| LEGAL FORM |
| COMMERCIAL REGISTER, ETC. – REGISTRATION DETAILS | Denomination of register: ........................................................................... Date of registration: ........................................................................... Country of registration: ........................................................................... Registration number: ........................................................................... |
| FOR NATURAL PERSONS | Identity Card [No + expiry date] ........................................................................... Or |

1. This section must be completed in case tenderer presents a joint offer by a group of tenderers in consortium and must be completed for each member of the consortium. Power of Attorney (Annex 6) should be signed by each member of the group.

2. This section must be completed for each sub-contractor whose share of the contract is above 20%. Letter of intent (Annex 7) should be signed by each of the mentioned sub-contractors.
<table>
<thead>
<tr>
<th><strong>Passport or other</strong> [No + expiry date]</th>
<th>..........................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VAT</strong></td>
<td>Registration number:........................................</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Statement of exemption issued by the national VAT authority dated........................enclosed under reference............................</td>
</tr>
<tr>
<td></td>
<td>Issued by..................................................</td>
</tr>
<tr>
<td><strong>SHORT DESCRIPTION OF THE PORTION OF WORK SUB-CONTRACTED</strong></td>
<td></td>
</tr>
</tbody>
</table>


ANNEX 6 – MODEL OF POWER OF ATTORNEY

MODEL 1 OF POWER OF ATTORNEY

(DESIGNATING ONE OF THE COMPANIES OF THE GROUP AS LEADER AND GIVING A MANDATE TO IT)

Agreement / Power of Attorney

We the undersigned:

– Signatory 1 (Name, Function, Company, Registered address, VAT Number)
– Signatory 2 (Name, Function, Company, Registered address, VAT Number)
– ….
– Signatory N (Name, Function, Company, Registered address, VAT Number),

Each of them having the legal capacity required to act on behalf of his/her company,
HEREBY AGREE AS FOLLOWS:

In case the SRB awards the Contract … (« the Contract ») to Company 1, Company 2, …, Company N (« the Group Members »), based on the joint offer submitted by them on … … for the supply of …… and/or the provision of services for … (« the Supplies and/or the Services »).

(1) As co-signatories of the Contract, all the Group Members:

(a) Shall be jointly and severally liable towards the SRB for the performance of the Contract.
(b) Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the Supplies and/or the Services.

(2) To this effect, the Group Members designate Company X as Group Leader. [N.B.: The Group Leader has to be one of the Group Members]

(3) Payments by the SRB related to the Supplies or the Services shall be made through the Group Leader’s bank account. [Provide details on bank, address, account number, etc.].

(4) The Group Members grant to the Group Leader all the necessary powers to act on their behalf in connection with the Supplies and/or the Services. This mandate involves in particular the following tasks:

(a) The Group Leader shall sign any contractual documents - including the Contract, and Amendments thereto - and issue any invoices related to the Supplies or the Services on behalf of the Group Members.
(b) The Group Leader shall act as single point of contact for the SRB in connection with the Supplies and/or the Services to be provided under the Contract. It shall co-ordinate the provision of the Supplies and/or the
Services by the Group Members to the SRB, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to the SRB's express approval.

This agreement / power of attorney shall expire when all the contractual obligations of the Group Members towards the SRB in connection with the Supplies and/or the Services to be provided under the Contract have ceased to exist. The parties cannot terminate it before that date without the SRB’s consent.

Signed in ........... on ........... .......
Name
Function
Company

Name
Function
Company

Name
Function
Company

Name
Function
Company
MODEL 2 OF POWER OF ATTORNEY

(CREATING THE GROUP AS SEPARATE ENTITY, APPOINTING A GROUP MANAGER AND GIVING A MANDATE TO HIM/HER)

Agreement / Power of Attorney

We the undersigned:

– Signatory 1 (Name, Function, Company, Registered address, VAT Number)
– Signatory 2 (Name, Function, Company, Registered address, VAT Number)
– …..
– Signatory N (Name, Function, Company, Registered address, VAT Number),

Each of them having the legal capacity required to act on behalf of his/her company, HEREBY AGREE AS FOLLOWS:

In case the SRB awards the Framework Service Contract .... (« the Contract ») to Company 1, Company 2, ..., Company N (« the Group Members »), based on the joint offer submitted by them on ... ..... for the supply of ..... and/or the provision of services for ... (« the Supplies and/or the Services »).

(1) As co-signatories of the Contract, all the Group Members:

(a) Shall be jointly and severally liable towards the SRB for the performance of the Contract.
(b) Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the Supplies and/or the Services.

(2) To this effect, the Group Members have set up under the laws of ....... the Group ... (« the Group »). The Group has the legal form of a...... [Provide details on registration of the Group: VAT Number, Trade Register, etc.].

(3) Payments by the SRB related to the Supplies or the Services shall be made through the Group’s bank account. [Provide details on bank, address, account number, etc.].

(4) The Group Members appoint Mr/Ms ....... as Group Manager.

(5) The Group Members grant to the Group Manager all the necessary powers to act alone on their behalf in connection with the Supplies and/or the Services. This mandate involves in particular the following tasks :

(a) The Group Manager shall sign any contractual documents - including the Contract, [Specific Agreements] and Amendments thereto - and issue any invoices related to the Supplies or the Services on behalf of the Group Members.
(b) The Group Manager shall act as single point of contact for the SRB in connection with the Supplies and/or the Services to be provided under the Contract. He/she shall co-ordinate the provision of the Supplies and/or the Services by the Group Members to the SRB, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to the SRB’s express approval.

This agreement / power of attorney shall expire when all the contractual obligations of the Group Members towards the SRB in connection with the Supplies and/or the Services to be provided under the Contract have ceased to exist. The parties cannot terminate it before that date without the SRB’s consent.

Signed in ........ on .......... ........
Name
Function
Company

Name
Function
Company

Name
Function
Company

Name
Function
Company
ANNEX 7 - MODEL OF LETTER OF INTENT FOR 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.

Full name

Date

Signature