## Annex 3. Agreement/Power of attorney

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Call for tenders XXX/XX/XX/20XY/XYZ - [***Lot X]***  [TITLE OF THE PROCEDURE]  **AGREEMENT/POWER OF ATTORNEY**  The undersigned:  ***[- Signatory 1 (Name, Function, Legal entity name, Registered address, VAT Number)]***  ***- Signatory 2 (Name, Function, Legal entity name, Registered address, VAT Number)***  ***- …***  ***- Signatory N (Name, Function, Legal entity name, Registered address, VAT Number)]***  having the legal capacity required to act on behalf of the entities they represent,  HEREBY AGREE TO THE FOLLOWING:   1. To submit a joint tender (the tender) as members of a group of tenderers (the group), constituted by ***[Insert names of Legal entity 1, Legal entity 2, ... Legal entity N – the name of the group leader must be included here!]*** (the group members), and led by ***[Insert name of Legal entity 1]*** (the group leader), in accordance with the conditions of the procurement documents and the terms of the tender to which this Agreement/Power of attorney is attached. 2. If the contracting authority awards a contract resulting from this call for tenders (the contract) to the group on the basis of the tender to which this Agreement/Power of attorney is attached, all group members (including the group leader) shall be considered parties to the contract in accordance with the following conditions: 3. All group members (including the group leader) shall be jointly and severally liable towards the contracting authority for the performance of the contract. 4. All group members (including the group leader) shall comply with the terms and conditions of the contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the contract. 5. Payments by the contracting authority related to the services and/or supplies subject to the contract shall be made through the bank account of the group leader indicated in the contract. 6. The group members grant to the group leader all the necessary powers to act on their behalf in the submission of the tender and the conclusion of the contract, including: 7. The group leader shall submit the tender on its own behalf and on behalf of the other group members and indicate in the "Contact Person" section in eSubmission the name and e-mail address of an individual as a single point of contact authorised to communicate officially with the contracting authority in connection with the submitted tender on behalf of all group members, including in connection with all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature. 8. The group leader shall sign any contractual documents — including the contract, [specific contracts] and amendments thereto — and shall warrant the submission of any invoices related to the performance of the contract on behalf of all group members. 9. The group leader shall act as a single contact point with the contracting authority in the delivery of the services and/or supplies subject to the contract. It shall coordinate the delivery of the services and/or supplies by the group to the contracting authority, and shall see to a proper administration of the contract.   This Agreement/Power of attorney may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same document.  Any modification to the present Agreement/Power of attorney shall be subject to the contracting authority’s express approval. This Agreement/Power of attorney shall expire when all the contractual obligations of the group have ceased to exist. The parties cannot terminate it before that date without the contracting authority’s consent.   |  |  | | --- | --- | | ***Name Function Name of the legal entity*** | ***Name Function Name of the legal entity*** | | ***signature[s]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Done at ……………..…, on ……………***  ***Name Function Name of the legal entity***  ***signature[s]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Done at ……………..…, on ……………*** | ***signature[s]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Done at ……………..…, on ……………***  ***Name Function Name of the legal entity***  ***signature[s]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Done at ……………..…, on ……………*** | |

## Annex 4. List of identified subcontractors and proportion of subcontracting

|  |  |  |
| --- | --- | --- |
| Identification details | Roles/tasks during contract execution | Proportion of subcontracting (% of contract volume) |
| *[Full official name of the identified subcontractor, registered address, statutory registration number, VAT registration number]* |  |  |
| *[Full official name of the identified subcontractor, registered address, statutory registration number, VAT registration number]* |  |  |
| *[REPEAT AS MANY TIMES AS THE NUMBER OF IDENTIFIED SUBCONTRACTORS]* |  |  |
| Other subcontractors that do not need to be identified under Section 2.4.2[[1]](#footnote-2) |  |  |
|  | **TOTAL % of subcontracting** | 0,00% |

## Annex 5.1. Commitment letter by an identified subcontractor

[Letterhead, if any]

ECDC

Call for tenders Ref. [reference number]

Attn:

*[Insert date]*

Commitment letter by identified subcontractor

I, the undersigned,

Name:  
Function:  
Legal entity:[[2]](#footnote-3)  
Registered address:  
VAT Number:

having the legal capacity required to act on behalf of *[insert name of the entity]*, hereby confirm that the latter agrees to participate as subcontractor in the tender of *[insert name of the tenderer]* for the call for tenders [*insert reference number]* – *[insert title of procedure*] [Lot *[insert lot number(s)]]*.

In the event that the tender of the aforementioned tenderer is successful, *[insert name of the subcontractor]* commits itself to make available the resources necessary for performance of the contract as a subcontractor and to carry out the services that will be subcontracted to it in compliance with the terms of the contract. It further declares that it is not subject to conflicting interests, which may negatively affect the contract performance, and that it accepts the terms of the procurement documents for the above call for tenders, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

## Annex 5.2. Commitment letter by an entity on whose capacities is being relied

[Letterhead, if any]

ECDC

Call for tenders Ref. [reference number]

Attn:

*[Insert date]*

Commitment letter by an entity on whose capacity is being relied

I, the undersigned,

Name:

Function:

Legal entity [[3]](#footnote-4):

Registered address:

VAT Number:

having the legal capacity required to act on behalf of *[insert name of the entity]*, hereby confirm that the latter authorises the *[insert name of the tenderer]* to rely on its [financial and economic capacity] [technical and professional capacity] in order to meet the minimum levels required for the call for tenders [*insert reference number]* – *[insert title of procedure*] [Lot *[insert lot number]]*.

In the event that the tender of the aforementioned tenderer is successful, ***[insert name of the entity]*** commits itself to make available the resources necessary for performance of the contract. It further declares that it is not subject to conflicting interests which may negatively affect the contract performance, and that it accepts the terms of the procurement documents for the above call for tenders, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature:

1. For this category of subcontractors, please provide in a general manner their intended roles/tasks during contract execution, as well as the aggregated % of contract volume for all non-identified subcontractors. [↑](#footnote-ref-2)
2. Profit Organisations (whose primary goal is making a profit)/Non-Profit Organisations (formed for the purpose of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors)/Public sector entities (including public universities and international organizations )/Individuals [↑](#footnote-ref-3)
3. Profit Organisations (whose primary goal is making a profit)/Non-Profit Organisations (formed for the purpose of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors)/Public sector entities (including public universities and international organizations )/Individuals [↑](#footnote-ref-4)