



**EUROPEAN UNION RULE OF LAW MISSION IN
KOSOVO EULEX KOSOVO**

EULEX Headquarters - Pristina
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<http://www.eulex-kosovo.eu>

Publication reference: PROC/SALE/001/2013

SUBJECT: Public Auction/Sale of EULEX Property

Invitation to Bid for “Vehicle Spare Parts and “Gym Equipment”

Pristina, 19 November 2013

Dear Madam/Sir,

The European Union Rule of Law Mission in Kosovo (EULEX) intends to conduct a public auction for the sale of “Vehicle Spare Parts and Gym Equipment” as described in the Bidding Documents.

The Bidding Documents include:

- A. Instructions to Bidders
- B. Bid Submission Form
- C. Financial Offer Form
- D. Bid Guarantee Form
- E. List of Assets
- F. Draft Bill of Sale

The Bid must be received at the below mentioned address no later than **23rd December 2013 at 15:00 hrs**, in a sealed envelope and marked as follows:

=====BID-DO NOT OPEN=====

**EULEX Kosovo
Main Warehouse Compound
Procurement Section
Industrial Zone Veternik, P.O. Box 268
(opposite Gorenje Hotel, next to fuel station)
10000 Pristina, Kosovo**

Any bid received after this deadline will be rejected.

Please address all your queries by e-mail only to procurement@eulex-kosovo.eu as specified in Article 4 of the Instructions to Bidders.

Annex A INSTRUCTIONS TO BIDDERS

1. GENERAL

1.1. The subject of this public auction is the sale of "Vehicle Spare Parts" and "Gym Equipment" (see Annex E "List of Assets" of the Bidding Dossier for the relevant description and the quantities of items) in two Lots.

LOT 1	Vehicle Spare Parts
LOT 2	Gym Equipment

1.2. This Invitation to Bid ("ITB") is open to all eligible Bidders as defined in Section 1.3.

1.3. Participation in the public action is open on equal terms to all natural persons who are nationals of and legal persons established in a Member State of the European Union, in an official candidate country, or a country that is a beneficiary of the Instrument for Pre-Accession Assistance, in a Member State of the European Economic Area, a country of the Western Balkans region or a contributing third state, as authorized by Council Joint Action 2008/124/CFSP of 04 February 2008 on EULEX Kosovo as amended.

1.3. The items are being sold only in lots and on an **"as is, where is"** basis with the warranty that EULEX owns the property and has the right to sell it, without recourse to guaranties/warranties expressed or implied of any other kind. Furthermore, successful Bidder(s) is/are responsible for all costs, including, but not limited to, the customs clearance, transportation, removal and disposition of the items, in accordance with all local and international laws and regulations.

1.4. This ITB contains no contractual offer of any kind. Any bid submitted will be regarded solely as an offer by the Bidder, not an acceptance by EULEX of the Bidder's offer. No contractual relationship will exist, except pursuant to written agreement arising out of a successful bid.

2. PRIVILEGES AND IMMUNITIES

2.1. Nothing in or relating to this ITB and any subsequent agreement shall be deemed as a waiver of the privileges and immunities that EULEX and its Head of Mission enjoy pursuant to UNMIK Executive Decision No 2008/36 of 9 December 2008.

3. COST OF BIDDING

3.1. The Bidder shall bear all costs associated with the preparation and submission of its bid. EULEX will in no case be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.

4. INQUIRES AND CLARIFICATION OF BIDDING DOCUMENTS

4.1. Inquires relating to this ITB shall be addressed in writing and sent to Procurement Unit to the email address procurement@eulex-kosovo.eu no later than 11 December 2013 before 17:30 hrs. (Central European Time).

4.2. EULEX shall publish on its website answers to clarifications received no later than 18 December 2013 before 17:30 hrs. (Central European Time).

5. AMENDMENTS TO BIDDING DOCUMENTS

- 5.1. At any time prior to the deadline for submission of bids, EULEX may modify the Bidding Documents by an amendment. Such amendments will be published on the EULEX website.
- 5.2. In order to provide Bidders reasonable time for incorporating amendments of the Bidding Documents into their bid, EULEX may, at its discretion, extend the deadline for the submission of bids.

6. LANGUAGE OF BID

- 6.1. The bid prepared by the Bidders, as well as all correspondence, must be in the English language.

7. BID PRICE

- 7.1. The bid prices must be expressed in Euro currency only.
- 7.2. The **Minimum Reserve Price** per Lot is set at (see the table below):

LOT 1	Vehicle Spare Parts	24,172.34 Euro
LOT 2	Gym Equipment	0.00 Euro

- 7.3. The bid shall remain valid and open for acceptance for a period of sixty (60) days from the deadline for submission of bids.
No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the bid validity period as stipulated above.
The bid guarantee will be released at the latest within 45 days of the expiry of the bid validity period.
- 7.4. EULEX is exempt from taxes and duties and the bid price must be exclusive of any taxes and duties, including, but not limited to, those charged by the local or international customs offices.

8. INSPECTION OF ITEMS FOR SALE

- 8.1. Bidders are urged to inspect the items prior to submitting their bids, in order to verify their content, condition and other details.
- 8.2. The items will be available for inspection on **09 December 2013 at 10:00hrs at EULEX Kosovo, Main Warehouse Compound, Industrial Zone Veternik, (opposite Gorenje Hotel, next to fuel station), 10000 Pristina, Kosovo.**
- 8.3. No provision will be made for any discrepancy between the information given in this ITB and the content or condition of the items offered for sale, should any Bidder choose not to inspect the items in advance of the bid submission.

9. BID FORMAT AND BID GUARANTEE

- 9.1. Each bid must be placed in an opaque sealed envelope and should mention:
EULEX call for bids [*Reference of the Bid*] - LOT number [*Number of the lot (s)*].

Bids must be received before the deadline specified in the Auction Notice, by registered letter with acknowledgement of receipt or hand-delivered against a receipt signed by the Contracting Authority or its representative. Any bid received after the deadline will be rejected.

The envelope must comprise:

a) The Bid Submission Form

b) The Financial Offer for the Lot(s)

c) The Bid Guarantee for each lot using the enclosed Bid Guarantee Form to the amount of 10 % the total bid (financial) offer.

10. WITHDRAWAL OF BID

- 10.1. The bid may be withdrawn on written request from the Bidder before the deadline to submit bids. Any withdrawal made thereafter will not be accepted.

11. LATE BIDS

- 11.1. Any bids received after the deadline for the submission as prescribed in the Bidding Documents shall be considered late and will be rejected.

12. BID EVALUATION

- 12.1. All bids will be reviewed and evaluated by EULEX in accordance with the applicable rules and procedures, as well as the conditions indicated in this ITB.
- 12.2. EULEX will communicate all Bidders of its decision within sixty (60) days of the deadline to submit bids.

13. RIGHT TO CANCEL THE AUCTION AND TO REJECT ALL BIDS

- 13.1. EULEX reserves the right to annul, in whole or in part, or to suspend the bidding process and reject all bids, at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder(s).

14. AWARD CRITERIA

- 14.1. The sole criteria of awarding will be the price. Each lot is awarded to the highest Bidder (price). In case of equal (financial) bids, the lot is awarded to the first-in bid as reflected in the registry of Bidders received.
- 14.2. In case of failure of the awarded Bidder because of withdrawal or noncompliance with the terms and conditions of the sale, the Lot may be awarded to the second best bid and so on. However, EULEX reserves the right without any further justification to cancel the award in case that, having failed the first bid, the second or subsequent best bid does not correspond to the realistic value of the assets.

15. NOTIFICATION OF AWARD TO THE SUCCESSFUL BIDDERS

- 15.1. The awarded Bidders will be formally notified in writing within sixty (60) days after the Bid Opening session.

- 15.2. In exceptional cases and prior to the expiry of the original Bid validity period, the Contracting Authority may ask Bidders in writing to extend this period by 30 days. Such requests and the responses to them must be made in writing. Bidders that agree to do so will not be permitted to modify their bids and they are bound to extend the validity of their bid guarantees for the revised period of validity of the bid. If they refuse, without forfeiture of their bid guarantees, their participation in the auction procedure will be terminated.
- 15.3. The successful Bidder(s) will be bound by its bid(s) for a further period of 30 days. The further period is added to the validity period irrespective of the date of notification.

16. PAYMENT TERMS

- 16.1. Payments will be made in the Bank account specified in the Notification Letter within a maximum period of ten (10) working days from the receipt of the Notification Letter. Failure to do this will result in the seizure of the bid guarantee and the Lot will be awarded to the second best bid and so on.
- 16.2. The bid guarantee will be returned in a maximum period of ten (10) working days from the effective date of payment.

17. BILL OF SALE

- 17.1. Within fifty (15) days of effective payment the Contracting Authority shall issue the corresponding Bill of Sale. The Bill of Sale will include, inter alia, list and describe the assets sold and the agreed sale price as shown in the Financial Offer.

18. REMOVAL OF THE ASSETS ITEMS

- 18.1. The successful Bidder ("Purchaser") acknowledges that upon receipt of the Bill of Sale, the title to the items passes to the Purchaser. All handling thereafter shall be at the expense and risk of the Purchaser.
- 18.2. The Purchaser acknowledges that EULEX is unable to provide any assistance, either mechanical or manpower, for the removal of the item(s).
- 18.3. The Purchaser shall ensure that the purchased item(s) are removed from the indicated location within five (5) working days from the date of the signature of the Bill of Sale by both parties. Failure to comply, will allow EULEX the option to cancel the sale of the item(s) and regain ownership of the item(s). Additionally, the bid guarantee may be forfeited and/or the item(s) may be sold to other Bidders.
- 18.4. The Purchaser must provide EULEX with no less than a 24-hour advance notification requesting approval to enter EULEX premises to pick up the purchased item(s).
- 18.5. It is the responsibility of the Purchaser: to obtain any necessary customs clearance certificate; to pay any necessary taxes or duties of any kind; to obtain any necessary export license and permits; to address any environmental or other laws and regulations as may be required. EULEX will inform Kosovo Customs and Tax Administration about any contract of sale of property concluded after a public sale.
- 18.6. The Purchaser shall remove the purchased items from the relevant EULEX location without damage to the surrounding property, including buildings. The Bidder shall also be liable to reimburse EULEX for any damage sustained as the result of the removal of the items.

19. WARRANTY AND DISCLAIMER

- 19.1. EULEX warrants only that it is the owner of the assets and that it has the right to sell them. All Bidders/Purchasers understand that all assets are sold on an "as is, where is" basis, with all faults and defects that may exist with respect to these assets. Other than the first sentence of this paragraph, EULEX makes no warranties that the assets comply with their description, are of merchantable quality, or are fit for any particular purpose. It is the Bidders/Purchasers responsibility to insure that the goods meet their requirements, without any recourse to EULEX, expressed or implied, of any kind.

20. APPEALS

- 20.1. Bidders believing that they have been adversely affected by an error or irregularity allegedly committed during the award procedure, or that the procedure was vitiated by any maladministration, may file a complaint to the Contracting Authority (Head of EULEX). The Contracting Authority must reply within fifteen (15) working days of receipt of the complaint.

ANNEX B: BID SUBMISSION FORM

Publication reference: PROC/SALE/001/2013

Title: Public Auction/Sale of "Vehicle Spare Parts and Gym Equipment"

<Place and date>

A: Bernd Borchardt, Head of EULEX Kosovo, and address at EULEX Kosovo, Nderresa Farmed St. Muharrem Fejza p.n., Lagja e Spitalit P.O. Box 268, 10000 Pristina-Kosovo.

Having examined the Bidding Documents, No.PROC/SALE/001/2013, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to purchase and remove

Lot 1: [description of goods]

Lot 2: [description of goods].....,

in conformity with the said Bidding Documents and the Bill of Sale for the sum of

Lot 1: [.....]

Lot 2: [.....]

.....

We undertake, if our Bid is acceptable, to remove the goods in accordance with the removal schedule, and as per the terms, specified in the Bidding Documents.

We represent and warrant that we are not participating, as Bidders, in more than one Bid in this bidding process.

We accept all other terms and conditions as specified in the Bidding Documents.

Yours faithfully

Name and first name: <[.....]>

Duly authorised to sign this tender on behalf of:

<.....>

Place and date: <.....>]

Stamp of the firm/company:

This tender includes the following annexes:

[Numbered list of annexes with titles]

ANNEX C: FINANCIAL OFFER FORM

Publication Reference: PROC/SALE/001/2013

Name of Bidder: [.....]

List of Assets			Financial Offer
No	Lot No	Lot Description	Price per Lot in Euro
1	1	Vehicle Spare Parts	
2	2	Gym Equipment	
		Total:	

NOTE:

The bidder may submit a tender for one lot, several or all of the lots.

The quantities indicated for different lots will be indivisible. The bidder must accept the whole of the quantity or quantities indicated for each lot. Under no circumstances must bids be considered for part of the quantities required. If the bidder is awarded more than one lot, a single bill of sale may be concluded covering all those lots.

ANNEX D: BID GUARANTEE FORM

Specimen bid guarantee

< To be completed on paper bearing the letterhead of the financial institution >

For the attention of <Address of the Contracting Authority> referred to below as the “Contracting Authority”

<Date>

Title: Public Auction on Sale of “Vehicle Spare Parts” and “Gym Equipment”

Identification number: PROC/SALE/001/2013

We, the undersigned, <name and address of financial institution>, hereby irrevocably declare that we will guarantee as primary obligor, and not merely as a surety on behalf of <Bidder’s name and address> the payment to the Contracting Authority of <amount of the bid guarantee>, this amount representing the guarantee referred to in article 9 of the Instructions to Tenderers.

Payment shall be made without objection or legal proceedings of any kind, upon receipt of your first written claim (sent by registered letter with confirmation of receipt) if the Bidder does not fulfil all obligations stated in its tender. We shall not delay the payment, nor shall we oppose it for any reason whatsoever. We shall inform you in writing as soon as payment has been made.

We note that the guarantee will be released at the latest within 45 days of the expiry of the bid validity period, including any extensions, in accordance with Article 15 of the Instructions to Bidders.

The law applicable to this guarantee shall be that < enter Belgium/ If the Contracting Authority is an authority in the beneficiary country: the name of the country of the Contracting Authority or the country in which the financial institution issuing the guarantee is established>. Any dispute arising out of or in connection with this guarantee shall be referred to the courts of Belgium.

The guarantee will enter into force and take effect from the submission deadline of the tender.

Name: Position:

Signature:

Date:

ANNEX E: LIST OF ASSETS

(Please find the Annex attached to the Bidding Documents)

ANNEX F: DRAFT BILL OF SALE

BILL OF SALE FOR EULEX

No PROC/SALE/001/2013

Bernd Borchardt, Head of EULEX Kosovo, and address at EULEX KOSOVO, Ndërtesa Farmed, Lagjja e Spitalit, “Muharrem Fejza”p.n., 10000 Pristina-Kosovo ("The Contracting Authority"),

("The Contracting Authority"),

of the one part,

and

<Full official name of Contractor>

[Legal status/title]¹

[Official registration number]²

[Full official address]

[VAT number]³, (“the Contractor”)

of the other part,

have agreed as follows:

Article 1 Recitals

- 1.1 Pursuant to its Asset Disposal Policy, the Contracting Authority has identified surplus assets to be disposed of through Sale by Public Auction.
- 1.2 Through a process described in the Public Auction Bidding Dossier, the Purchaser has been deemed the successful Bidder and was issued a Notification of Award.
- 1.3 Purchaser has agreed to purchase the asset(s) as described in the Notification of Award (“Asset(s)”), subject to the terms and conditions of this Agreement.

Article 2 Subject

- 2.1 The Contracting Authority agrees to sell and the Purchaser agrees to purchase the Asset(s) as described below under the terms set forth in this Bill of Sale.

LOT 1	Vehicle Spare Parts
LOT 2	Gym Equipment

Article 3 Price

- 3.1 The total purchase price of the Asset(s) shall be Euro_____.

Article 4 Payments

¹ ~~When the Contracting Authority is an individual, the ID card or passport or equivalent document - number~~
Except where the Contracting party is a natural person, the registered

- 4.1 Payments shall be made in accordance with the Article 16 of Instructions to Bidders, in the Bank account specified in the Notification Letter within a maximum period of ten (10) working days from the receipt of the Notification Letter.

Article 5 Language of the Contract

- 5.1 The language used shall be English.

Article 6 Disclaimer of Warranties; Limitation of Liability

6.1 The Contracting Authority warrants only that it is the owner of the Asset(s) and that it has the right to sell it/them. All Asset(s) are sold on an “**as is, where is**” basis, with all faults and defects that may exist with respect to said Asset(s). Other than the first sentence of this paragraph, the Contracting Authority makes no warranties or representations, express or implied, whether of merchantability, condition, or suitability for any particular purpose or use, or otherwise.

6.2 Under no circumstance will the Contracting Authority be liable to the Purchaser or any other individual or entity for any direct, indirect, incidental, special or consequential damages arising out of, or relating to, the Asset(s), this Bill of Sale, and/or the transaction contemplated hereby.

6.3 Upon physical receipt of the Asset(s) by the Purchaser, any liability for actions or omissions, including those resulting in bodily injury or death, as a consequence of utilizing the Asset(s) shall not be borne by Contracting Authority.

Article 7. Removal of Asset(s)

7.1 Purchaser shall remove Asset(s), within five (5) working days from the date of the signature of the Bill of Sale by both parties, at Purchaser’s sole cost, expense, and risk, including, but not limited to, providing all equipment, labor, transportation, insurance and/or other services necessary to dismantle, remove, pack, prepare for shipment, and/or ship the Asset(s). Purchaser shall be solely responsible for any necessary registration thereof.

7.2 Upon the effect date of this Bill of Sale, the Purchaser agrees to accept liability for the costs of any ongoing maintenance of the Asset(s).

7.3 Unless otherwise detailed in Notification of Award, the Asset(s) shall be located at EULEX Main Warehouse Compound, and shall be made available to the Purchaser on the date of availability detailed the Notification of Award.

Article 8. Compliance with Laws; Payment of Taxes, Customs, and/or Duties

8.1 Purchaser shall obtain all licenses, permits, registrations, and approvals required by all government entities and has complied with, or shall comply with, all laws, regulations, statutes, and ordinances now or hereafter enacted.

8.2 Purchaser shall be solely liable for payment of any and all international, national, and local sales, use, value-added and excise taxes, any other taxes, customs, or duties of any nature whatsoever assessed upon or with respect to this Bill of Sale and the transaction contemplated hereby. Purchaser shall take full

responsibility for any such payment. The Contracting Authority shall not be responsible for any such liability or payment.

Article 9. Indemnification and Hold Harmless

9.1 Purchaser shall, at Purchaser's own expense, defend, indemnify, and hold harmless the Contracting Authority for any all suits, claims, demands and/or liability of any nature or kind, including but not limited to costs and expenses arising out of acts or omissions of the Contracting Authority, its employees, officers, agents, staff, or sub-contractors, with regards to the performance, implementation and execution of this Bill of Sale the transaction contemplated hereby. This Indemnification and Hold Harmless provision shall extend, inter alia, to any and all claims and/or liability, and shall survive beyond the date of signing of this record.

9.2 Purchaser shall defend at its own expense, indemnify, and hold harmless the Contracting Authority for any violation or alleged violation of any Applicable Laws.

Article 10. Termination

10.1 The Contracting Authority shall have the right to terminate this Bill of Sale, in the good faith and exclusive judgment of the Contracting Authority, if any illegal, corrupt, or fraudulent practices are associated with participation in bidding process, submission of the Bid, being selected for the Notification of Award, or executing the Bill of Sale and/or the transaction contemplated hereby.

10.2 The Contracting Authority shall have the right to terminate this Bill of Sale if the Purchaser commits a breach of its terms.

Article 11. Assignment

11.1 This Bill of Sale shall not be assigned or otherwise transferred by Purchaser.

Article 12. Binding Agreement

12.1 This Bill of Sale, along with the Bidding Instructions, Bid Submission Form, List of Assets and Financial Offer ("Public Auction Dossier"), which are incorporated herein by reference, are all of the terms agreed by the Parties. Any changes to these terms must be made in writing and signed by both Parties to be effective. This Bill of Sale embodies the entire agreement between the Contracting Authority and Purchaser with respect to the Asset(s) and supersedes all prior oral and written agreements, proposals, representations, and understanding by the Parties.

Article 13. Force majeure

13.1 Neither Party shall be considered to be in default or in breach of its obligations under the Bill of Sale if the performance of such obligations is prevented by any event of *force majeure* arising after the date of Notification of Award or the date when the Bill of Sale becomes effective, whichever is the earlier.

13.2 For the purposes of this Article, the term "*force majeure*" means acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars whether declared or not, blockades,

insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, fires, washouts, civil disturbances, explosions and any other similar unforeseeable events which are beyond the Parties' control and cannot be overcome by due diligence.

Article 14. Dispute settlement

14.1 Any disputes arising out of or relating to this contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of the Courts of Brussels (Belgium) , applying the Belgian Law.

This Bill of Sale will enter into force upon the date of signature by both parties.

Done in English in four originals, three originals being for the Contracting Authority and one original being for the Contractor.

For the Purchaser		For the Contracting Authority	
Name:		Name:	Bernd Borchardt
Title:		Title:	Head of EULEX Kosovo
Signature:	_____	Signature:	_____
Date:		Date:	

ANNEX G: FORMS



LEGAL ENTITY

PRIVACY STATEMENT

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

INDIVIDUAL

NAME	<input type="text"/>		
FIRST NAME	<input type="text"/>		
(NAME 2)	<input type="text"/>		
(NAME 3)	<input type="text"/>		
OFFICIAL ADDRESS	<input type="text"/>		
	<input type="text"/>		
<small>(OFFICIAL ADDRESS = YOUR <u>PERMANENT</u> ADDRESS; GENERALLY THE ONE WHICH IS REGISTERED ON YOUR IDENTITY CARD)</small>			
POSTCODE	<input type="text"/>	P.O. BOX	<input type="text"/>
TOWN/CITY	<input type="text"/>		
COUNTRY	<input type="text"/>		
VAT N°	<input type="text"/>		
<small>IF THIS FIELD IS COMPLETED, PLEASE ATTACH AN OFFICIAL VAT DOCUMENT</small>			
IDENTITY CARD NUMBER	<input type="checkbox"/>	<input type="text"/>	
PASSPORT NUMBER	<input type="checkbox"/>	<input type="text"/>	
DATE OF BIRTH	<input type="text"/> <small>D D</small>	<input type="text"/> <small>M M</small>	<input type="text"/> <small>Y Y Y Y</small>
PLACE OF BIRTH	<input type="text"/>		
COUNTRY OF BIRTH	<input type="text"/>		
PHONE	<input type="text"/>	FAX	<input type="text"/>
E-MAIL	<input type="text"/>		

THIS "LEGAL ENTITY" SHEET MUST BE COMPLETED AND SIGNED, AND SUBMITTED TOGETHER WITH A LEGIBLE PHOTOCOPY OF THE IDENTITY CARD OR PASSPORT

DATE AND SIGNATURE



LEGAL ENTITY

PRIVACY STATEMENT

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

PRIVATE COMPANY

LEGAL FORM	<input type="text"/>		
NAME(S)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
ABBREVIATION	<input type="text"/>		
ADDRESS OF HEAD OFFICE / FISCAL ADDRESS	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
POSTCODE	<input type="text"/>	P.O. BOX	<input type="text"/>
TOWN/CITY	<input type="text"/>		
COUNTRY	<input type="text"/>		
VAT N° ①	<input type="text"/>		
PLACE OF REGISTRATION	<input type="text"/>		
DATE OF REGISTRATION	<input type="text"/>	<input type="text"/>	<input type="text"/>
	D D	M M	Y Y Y Y
REGISTRATION N° ②	<input type="text"/>		
PHONE	<input type="text"/>	FAX	<input type="text"/>
E-MAIL	<input type="text"/>		

THIS "LEGAL ENTITY" FORM SHOULD BE COMPLETED AND RETURNED TOGETHER WITH:

- ① A COPY OF THE VAT REGISTRATION DOCUMENT IF APPLICABLE AND IF THE VAT NUMBER DOES NOT APPEAR ON THE OFFICIAL DOCUMENT REFERRED TO AT ② BELOW.
- ② A COPY OF SOME OFFICIAL DOCUMENT (OFFICIAL GAZETTE, COMPANY REGISTER ETC.) SHOWING THE NAME OF THE LEGAL ENTITY, THE ADDRESS OF THE HEAD OFFICE AND THE REGISTRATION NUMBER GIVEN TO IT BY THE NATIONAL AUTHORITIES.

DATE AND SIGNATURE OF AUTHORISED REPRESENTATIVE



LEGAL ENTITY

PRIVACY STATEMENT

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

PUBLIC ENTITY

LEGAL FORM	<input type="text"/>		
NAME(S)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
ABBREVIATION	<input type="text"/>		
OFFICIAL ADDRESS	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
POSTCODE	<input type="text"/>	P.O. BOX	<input type="text"/>
TOWN / CITY	<input type="text"/>		
COUNTRY	<input type="text"/>		
VAT N°	<input type="text"/>		
IF THIS FIELD IS COMPLETED, PLEASE ATTACH AN OFFICIAL VAT DOCUMENT			
PLACE OF REGISTRATION	<input type="text"/>		
DATE OF REGISTRATION	<input type="text"/>	<input type="text"/>	<input type="text"/>
	D D	M M	Y Y Y Y
REGISTRATION N°	<input type="text"/>		
PHONE	<input type="text"/>	FAX	<input type="text"/>
E-MAIL	<input type="text"/>		

THIS "LEGAL ENTITY" FORM SHOULD BE COMPLETED, SIGNED, STAMPED AND RETURNED TOGETHER WITH:
- A COPY OF THE RESOLUTION, LAW, DECREE OR DECISION ESTABLISHING THE ENTITY IN QUESTION;
- OR, FAILING THAT, ANY OTHER OFFICIAL DOCUMENT ATTESTING TO THE ESTABLISHMENT OF THE ENTITY BY THE NATIONAL AUTHORITIES

DATE	STAMP
NAME + FUNCTION OF AUTHORISED REPRESENTATIVE	
SIGNATURE	