

ANNEX IVa TO THE INVITATION TO TENDER
Call for Tenders n° PO/2016-06/01

CHECKLIST LOT 1

This form must be filled in by the Tenderer, in compliance with the Tender Specifications (Annex I to the Invitation to Tender).

Part A: Documents and information to be provided with the technical tender and the financial offer

Unless otherwise specified, each box under 'Reference to document in tender' must be filled in with the n° of the relevant document or the page n° of the tender where the information can be found.

Identity of Tenderer		Reference to document in tender	
A.1	Name or business name of the tenderer: Registered address: Telephone, Fax: E-mail: Normal administrative address (if different from official address)	Please provide information in the box to the left:	
A.2	For <u>Joint tenders</u> : A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), and the legal form the cooperation will take, should they be awarded the contract and if this change is necessary for proper performance of the contract or if required by national legislation.	See doc. n° on page(s)	
A.3	Contact person for this call for tenders: Surname: First Name: Position: Telephone: Fax: E-mail: Address:	Please provide information in the box to the left:	
A.4	Organisation Chart	See doc. n° on page(s)	
A.5	Contact details of the legal representative designated to sign the contract and the related certificate issued by the signing company or extract from the articles of association or extract from the commercial register. Contact details of the leader of the group and the legal representative designated to represent the grouping and sign the contract in the name of the group members (if applicable). The related power of attorney signed by the legal representative of each group member should also be provided, including a commitment to execute the services in the tender, clearly indicating their role, qualifications and experience.	See doc. n° on page(s)	
A.6	<u>Subcontracting</u> : A document duly dated and signed by the tenderer stating clearly the identity, roles, activities and responsibilities of each subcontractor, and specifying the proportion (in % of the value of the contract) of the tasks of each subcontractor. A letter of intent by each subcontractor identified in the tender stating their unambiguous undertaking to collaborate with the tenderer if they win the contract and the extent of the resources that they will put at the tenderer's disposal for the performance of the contract <u>If no subcontracting</u> : A document stating that the tenderer does not intend to subcontract and that it will inform the Commission of any change in this situation. The Commission reserves the right to judge if such a change is acceptable.	See doc. n° on page(s)	
A.7	For statistical purposes only , please kindly confirm whether your company is an SME: SMEs are defined in Commission Recommendation 2003/361/EC as companies with fewer than 250 staff, and a turnover not exceeding 50 million euros. For joint tenders, please confirm the status for each economic operator.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Declaration of Honour on Exclusion and Selection Criteria		Reference to document in tender	
A.8	The document in Annex III must be duly filled in, dated and signed and including the supporting documents for sections 1 to 5 when applicable (see Sections 9.1 and 9.2 of the Tender specifications).	See doc. n° on page(s)	

**Part B: Evidence which may be requested by the Contracting Authority at later stage.
These documents will in any case be required from the winning tenderer.**

Exclusion criteria – See Section 9.1 of the Tender specifications

The ways of proving compliance with Exclusion Criteria in each Member State are provided on e-Certis:
<http://ec.europa.eu/markt/ecertis/login.do>

B.1	Production of a recent extract from the judicial record: For situations described in (a), (c), (d) or (f) of the Declaration(s) of Honour on Exclusion criteria and Selection criteria.
B.2	Production of recent certificates issued by the competent authorities of the State concerned. For the situation described in point (a) or (b) of the Declaration(s) of Honour on Exclusion criteria and Selection criteria.

Selection criteria – See Section 9.2 of the Tender specifications

Legal and Regulatory Capacity

B.3	Legal Entity File (LEF) duly completed and signed by the tender, with the necessary annexes. The form to be used is available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
B.4	Bank Account File (BAF) duly completed and signed by the tenderer, with the necessary annexes. The form to be used is available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Financial and Economic Capacity

B.5	Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity.
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Technical Capacity

B.6	<u>Criterion 1:</u> The tenderer must prove experience in conducting fully fledged impact assessments, evaluations and feasibility studies in the field of communication activities. <u>Evidence:</u> The tenderer must provide a list of minimum 3 (maximum 5) projects delivered in these fields in the last three years with a minimum value for each project of EUR 200 000, covering at least six Member States, EFTA or candidate countries. The list will indicate the sums, dates and clients (public or private) and be accompanied by statements issued by the clients.
B.7	<u>Criterion 2:</u> The tenderer must prove that it has enough human resources to conduct several projects simultaneously and ensure the required geographical coverage. <u>Evidence:</u> The tenderer must provide a table with all its staff members (permanent and occasional) available for carrying out assignments, including their name and role assigned to them in the specific assignments.
B.8	<u>Criterion 3:</u> The tenderer must prove capacity to draft reports in English. <u>Evidence:</u> The tenderer must provide one document of at least 10 pages (report, study, etc.) in this language that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.