

ANNEX IV TO THE INVITATION TO TENDER

CHECKLIST OF DOCUMENTS TO BE PROVIDED

Call for Tenders n° PO/2016-17/A1

Part A: Documents to be provided with the Tender:

This form must be filled in by the Tenderer, according to the detailed instructions under the relevant points in the Tender Specifications (Annex I to the Invitation to Tender)

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 document can be found.

– Technical Tender

	Description
A.1	Technical Tender, see point 6 of Tender Specifications.

– Financial Offer

	Description
A.2	Financial Offer (Annex V), see point 7 of Tender Specifications.

– Identity of Tenderer

		Reference to document in tender
A.3	<u>Identification Form:</u> Name or business name of the tenderer or group leaders and members: Official address of the tenderer: Telephone, Fax: E-mail:	Provide information in the box to the left (for this heading only):
	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.4	Normal administrative address (if different from official address) of the tenderer or group leader and members of the group in case of joint tender.	See doc. n° on page(s)
A.5	Contact person for this call for tenders: Surname: First Name: Position: Telephone: Fax: E-mail: Address:	Provide information in the box to the left (for this heading only):
A.6	Organisation Chart	See doc. n° on page(s)
A.7	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	See doc. n° on page(s)

	execute the services in the tender, clearly indicating their role, qualifications and experience.	
A.8	<p>Subcontracting: 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.</p> <p>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</p> <p><u>If the tenderer does not intend to subcontract:</u></p> <p>A document should be provided stating that the tenderer does not intend to subcontract and that they will inform the Commission of any change in this situation. The Commission reserves the right to judge if such a change is acceptable.</p>	See doc. n° on page(s)

- Declaration of Honour on Exclusion and Selection Criteria

	Evidence	Point	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contract or	Page n°
A.9	Declaration(s) of Honour on Exclusion criteria and Selection criteria (Annex III) duly filled in, dated and signed and including the supporting documents for sections 1 to 5 when applicable.	8	X	Where applicable	X if >20%	See doc. n° on page(s)

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.

	YES	NO
Single tenderer	<input type="checkbox"/>	<input type="checkbox"/>
For joint tenders, please confirm the status for each economic operator.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ...	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ...

Part B: Documents which must not be submitted with the tender but which may be requested by the contracting authority at a later stage and, in any case, from the winning tender.

- Legal and Regulatory Capacity:

	Evidence:	Point	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.1	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	8.2a	X	Where applicable	N/A
B.2	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	8.2a	X	N/A	N/A

- Financial and Economic Capacity:

	Evidence of Financial and Economic standing must be provided by the following documents:	Point	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.3	A statement of overall turnover during the last three financial years, with a minimum of EUR 1,000,000 ¹ per year ²	8.2b	Combined annual turnover of the grouping in case of a joint tender or tender with subcontracting		

- Technical Capacity:

	The tenderer must demonstrate convincingly that they have the ability to undertake the tasks requested by providing the following:	Point	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.4	<u>Criterion 1:</u> Professional experience in similar services.	8.2c	X	Where applicable	If >20%
B.5	<u>Criterion 2:</u> Necessary human resources to perform the contract in line with best professional practice.	8.2c	X	Where applicable	If >20%

¹ maximum twice the annual contract value (unless duly justified)

B.6	<u>Criterion 3</u> : Necessary technical resources to perform the contract in line with best professional practice.	8.2c	X	Where applicable	If >20%
B.7	<u>Criterion 4</u> : Respect of professional ethics and rules for research	8.2c	X	Where applicable	If >20%
B.8	<u>Criterion 5</u> : Language skills	8.2c	X	Where applicable	If >20%