

## ANNEX 2

### CHECKLIST OF DOCUMENTS TO BE SUBMITTED

The objective of the checklist is to help tenderers to check if their tender contains all the requested documents.

#### **A: AT TENDER SUBMISSION STAGE:**

##### **1. ADMINISTRATIVE PART**

When submitting the tender, the following documents shall be placed in **Envelope A:**

DOCUMENTS/EVIDENCE TO BE PROVIDED	WHO SHOULD PROVIDE WHAT?		
	TENDERER / LEADER OF THE GROUP OF ECONOMIC OPERATORS (JOINT TENDER)	MEMBERS OF THE GROUP OF ECONOMIC OPERATORS (JOINT TENDER)	IDENTIFIED SUB-CONTRACTOR(S) (only those whose capacity is required to fulfil one or more selection criteria (if applicable))
<b>For IDENTIFICATION OF THE TENDER as indicated in Section 3.2 of the Tender Specifications</b>			
Cover letter (Annex 10 of the Tender Specifications)	Yes  NB: do not forget to sign it	No	No
a- Tender Submission Form - Statement (template found at Annex 3 of the Tender Specifications)	Yes  NB: do not forget to sign it and to initial each page	No	No
b - Powers of attorney (template found at Annex 7 of the Tender Specifications)	<i>Not Applicable for sole tenderer</i>  The leader shall co-sign the Powers of attorney provided by the members of the group	Yes  NB: The Powers of attorney shall be filled in, dated and signed by each member of the group and co-signed by the leader	No

c - Letter of intent proving the willingness of the subcontractor(s) to accept the tasks proposed to them by the tenderer  (template found at Annex 8 of the Tender Specifications)	No	No	Yes  NB: do not forget to date it and sign it
d - Legal entity forms <b>and</b> the supporting documents  (see the link at section 3.2 of the Tender Specifications)	Yes  NB: do not forget to date, sign and stamp it	Yes  NB: do not forget to date, sign and stamp it	Yes  NB: do not forget to date it and sign it
e- Financial identification form <b>and</b> the supporting documents  (see the link at section 3.2 of the Tender Specifications)	Yes  NB: do not forget to date it and sign it	No	No
<b>For EXCLUSION AND SELECTION CRITERIA as indicated in Sections 3.3 and 3.4 of the Tender Specifications</b>			
f- Declaration on honour on exclusion and selection criteria  (template found at Annex 4 of the Tender Specifications)	Yes  NB: do not forget to date and sign it	Yes (sections I to VI inclusive)  NB: do not forget to date and sign it	Yes (sections I to VI inclusive)  NB: do not forget to date and sign it

**IMPORTANT: The electronic version of the administrative part must be placed in Envelope A and only there.**

## **2. TECHNICAL OFFER:**

When submitting the tender, the technical offer shall be placed in **Envelope B**, as requested in the Invitation to tender.

Each tenderer must submit:

- 1 Generic technical offer, maximum 10 pages,
- 1 Technical offer for Case Study 1, maximum 6 pages,
- 1 Technical offer for Case Study 2, maximum 6 pages,
- 1 Technical offer for Case Study 3, maximum 6 pages,
- 1 Technical offer for Case Study 4, maximum 6 pages,
- 1 Technical offer for Case Study 5, maximum 6 pages.

**Carefully read and take into consideration all the documents, and in particular section 3.5 of the Tender Specifications.**

**IMPORTANT: The electronic version of the technical offer must be placed in Envelope B and only there.**

### **3. FINANCIAL OFFER**

When submitting the tender, the following documents shall be placed in **Envelope C (and only there)**:

DOCUMENTS/EVIDENCES TO BE PROVIDED	WHO SHOULD PROVIDE WHAT?		
	TENDERER / LEADER OF THE GROUP OF ECONOMIC OPERATORS (JOINT TENDER)	MEMBERS OF THE GROUP OF ECONOMIC OPERATORS (JOINT TENDER)	IDENTIFIED SUB-CONTRACTOR(S) (only those whose capacity is required to fulfil one or more selection criteria (if applicable))
Carefully read and take into consideration all the documents, and in particular section 3.6 of the Tender Specifications			
Financial offer form  (Template found at Annex 5 of the Tender Specifications)	Yes  NB: do not forget to date and sign each page	No	No

**IMPORTANT: The electronic version of the financial offer must be placed in Envelope C and only there.**

### **4. NUMBER OF COPIES**

Each envelope (as outlined in sections 1, 2 and 3) must contain one original paper version, three identical paper copies and one identical electronic version on CDs / USB sticks of the complete set of documents contained in the relevant envelope.

**B: DOCUMENTS TO BE SUBMITTED WITHIN 15 CALENDAR DAYS FROM THE TIME LIMIT FOR THE RECEIPT OF TENDERS:**

**5. EVIDENCE DOCUMENTS**

The evidence must be submitted to the address as specified in the Invitation to tender.

DOCUMENTS/EVIDENCE TO BE PROVIDED	WHO SHOULD PROVIDE WHAT?		
	TENDERER / LEADER OF THE GROUP OF ECONOMIC OPERATORS (JOINT TENDER) FOR ITSELF AND ON BEHALF OF ALL GROUP MEMBERS AND SUBCONTRACTORS	MEMBERS OF THE GROUP OF ECONOMIC OPERATORS (JOINT TENDER)	IDENTIFIED SUB-CONTRACTOR(S) (only those whose capacity is required to fulfil one or more selection criteria (if applicable))
<b>For EXCLUSION AND SELECTION CRITERIA as indicated in Sections 3.3 and 3.4 of the Tender Specifications</b>			
Supporting evidence for the compliance with exclusion criteria	Yes	Yes	Yes
Supporting evidence for the legal and regulatory capacity	Yes	Yes	No
Supporting evidence for the economic and financial capacity F1	Yes	If applicable	If applicable
Supporting evidence for the technical and professional capacity criterion A1	Yes	If applicable	If applicable
Supporting evidence for the technical and professional capacity criterion A2	Yes	If applicable	If applicable
Supporting evidence for the technical and professional capacity criterion A3	Yes	If applicable	If applicable
Supporting evidence for the technical and professional capacity criterion A4	Yes	If applicable	If applicable
Supporting evidence for the technical and professional capacity criterion B1	Yes	If applicable	If applicable
Supporting evidence for the technical and professional	Yes	If applicable	If applicable

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capacity criterion B2			
Supporting evidence for the technical and professional capacity criterion B3	Yes	If applicable	If applicable
Supporting evidence for the technical and professional capacity criterion B4	Yes	If applicable	If applicable
Supporting evidence for the technical and professional capacity criterion B5	Yes	If applicable	If applicable