

ANNEX IV TO THE INVITATION TO TENDER CHECKLIST

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 sections in the Tender Specifications (Annex I to the Invitation to Tender)

– Technical Tender

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

– Financial Offer

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

– Identification of Tenderer

		Reference to document in tender/e-Submission
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:	Please provide the information directly in eSubmission using the data entry fields under the stage "Parties" > "Identification of the Tenderer"
	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.	Please upload the document directly in eSubmission under the stage "Parties" > "Identification of the Tenderer" > Attachments > Other documents
A.4	Organisation Chart	Please upload the document directly in eSubmission under the stage "Parties" > "Identification of the Tenderer" > Attachments > Other documents
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.	Please upload the document directly in eSubmission under the stage "Parties" > "Identification of the Tenderer" > Attachments > Other documents
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 the tenderer does not intend to subcontract</u> : 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.	Please upload the document directly in eSubmission under the stage "Parties" > "Identification of the Tenderer" > Attachments > Other documents

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- Declaration of Honour on Exclusion and Selection Criteria

	Evidence	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor	Reference to document in tender/e-Submission
A.7	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.	X	Where applicable	X if >20%	Please upload the document directly in eSubmission under the stage "Parties" > "Identification of the Tenderer" > Attachments > Declaration on Honour

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"/> ...

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Part B: Documents which must not be submitted with the tender but which may be requested by the contracting authority and/or the EU Validation services (the Research Executive Agency, REA) at a later stage and, in any case, from the winning tender.

- Legal and Regulatory Capacity:

In the course of the procedure the EU Validation Services (The Research Executive Agency) may contact tenderers via the Participant Register and ask for supporting documents with regards to their legal status. Please note that a request for supporting documents in no way implies that the tenderer has been successful.

	Evidence:	Section	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	8.3a	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	8.3a	X	N/A	N/A

Additional documents that might be requested for the purposes of the legal validation of the entities, where relevant:

Private body	Registration extract (not older than 6 months).
Public body	Copy of the act, law, decree or decision that established the organisation as a public body (or, if this doesn't exist, any other official legal document that proves this).
Non-profit organisation	Copy of an official document attesting that the organisation has a legal or statutory obligation not to distribute profits to shareholders or individual members. The certificate of tax exemption may only constitute an indication of the non-profit status of the entity which has to be assessed together with other elements.
Research organisation	Copy of an official document attesting that one of the main objectives of the entity is carrying out research or technological development.
Secondary or higher education establishment	Copy of an official document attesting that the organisation is recognised such as 'secondary or higher education establishment' by the national education system and is entitled to deliver diplomas recognized by the State.
International organisation / International organisation of European interest	Copy of the relevant international treaty creating the organisation under international public law.
Natural person	Copy (legible) of valid identity card or passport
Entities without legal personality	<ul style="list-style-type: none"> - Copy of an official document attesting that the representatives of the entity have the capacity to undertake legal obligations on its behalf. - Copy of an official document attesting that the entity has the same operational and financial capacity as that of a legal entity: i.e. <ul style="list-style-type: none"> • a document showing patrimony/asset/capital that is separated and different from those of the members/owners of the entity, and • a copy of the rules providing that creditors can rely on this patrimony/asset/capital and — in case of liquidation/insolvency — are reimbursed before the patrimony/asset/capital is divided between the owners/members.

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For the purpose of the LEAR (Legal Entity Appointed Representative) appointment:

- LEAR appointment letter — completed, dated and signed (handwritten blue-ink original signature) by the legal representative and the LEAR
- Declaration of Consent to the Participant Portal Terms & Conditions — completed, dated and signed (handwritten blue-ink original signature) by the legal representative of the organisation
- Copy of the official, valid proof of identity for the legal representative (identity document issued by the national authority containing the photo and signature of the holder, i.e. ID card, passport or driving license)
- Copy of the official, valid proof of identity for the LEAR (identity document issued by the national authority containing the photo and signature of the holder, i.e. ID card, passport or driving licence) and
- Valid official document to demonstrate that the legal representative has the authority to engage the organisation in its entirety.

- Financial and Economic Capacity:

	Evidence of Financial and Economic standing must be provided by the following documents:	Section	Main Contractor group leader in joint tender	All partners in joint tender	Sub-contractor
B.3	A statement of overall turnover during the last two financial years, with a minimum of 80 000 € per year ¹	8.3 b	Combined annual turnover of the grouping in case of a joint tender or tender with subcontracting		
B.4	Balance sheets or extracts from balance sheets for the last two years for which accounts have been closed, where publication of the balance sheet is required under company law of the country in which the economic operator is established.	8.3 b	X	X	X if >20%

- Technical Capacity:

	The tenderer must demonstrate convincingly that they have the ability to undertake the tasks requested by providing the following:	Section	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.5	Professional experience in similar services (please see details in Section 8.3.c)	8.3c	X	Where applicable	If >20%
B.6	Human resources necessary to perform the contract in line with best professional practice (please see details in Section 8.3.c)	8.3c	X	Where applicable	If >20%