

ANNEX I.A

CHECKLIST FOR DOCUMENTS TO BE SUBMITTED VIA THE ELECTRONIC SUBMISSION SYSTEM (eSubmission)

The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that shall be submitted via the electronic submission system (eSubmission) (marked by ☒) , depending on the role of each economic operator in the tender (single/main contractor, subcontractor, for joint offers submitted by a consortium: coordinator/group leader, partner). Some of the documents are only relevant in cases of joint tenders submitted by a consortium, or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each tender.

Description	For joint tenders submitted by a consortium			Subcontractor	Where to fill in / upload a document in e-Submission
	Single/main contractor	Leader of the group in joint tender	All partners in a joint tender		
ANNEX I.C - Declaration on honour on exclusion criteria ¹ (see Section 16 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	'Attachment section'- 'Declaration on honour'
Supporting documents for the Declaration on honour on exclusion criteria ² (see Section 16 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		'Attachment section'- 'Exclusion criteria' tab
A dated cover letter signed by the tenderer (see Section 15 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			'Attachment section'- 'Legal and regulatory capacity' tab
ANNEX I.B - Form 'Identification of the tenderer' (see Section 17.1 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	'Attachment section'- 'Legal and regulatory capacity' tab
ANNEX I.D - Form 'Financial identification' (see Section 17.1 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			'Attachment section'- 'Legal and regulatory capacity' tab
ANNEX I.E - Form 'Legal entity' (see Section 17.1 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		'Attachment section'- 'Legal and regulatory capacity' tab
Certificate of enrolment on the professional or trade register in accordance with the legislation of the Member State in which the tenderer is established. (see Section 17.1 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		'Attachment section'- 'Legal and regulatory capacity' tab
Valid certificate for the performance of the temporary employment agency (according to Article 167 of the Labour	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		'Attachment section'- 'Legal and regulatory capacity' tab

¹ The Declaration(s) on Honour on exclusion criteria shall be dated and signed, either by hand or by applying a qualified electronic signature, by an authorised representative of the signatory. When the Declaration(s) on Honour is/are signed by hand, a scanned copy must be attached to the tender in e-Submission. The hand-signed original(s) must be sent by letter to the Agency's postal address.

² For this procedure this is not applicable in the submission phase.

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	Single/main contractor	Leader of the group in joint tender	All partners in a joint tender		
Market Regulation Act) issued by the Slovenian Ministry of Labour, Family, Social Affairs and Equal Opportunities. (see Section 17.1 of Annex I)					
The turnover concerning the services covered by the FWC should amount to at least EUR 1,000,000.00 for the last two (2) years (for each of the years 2019 and 2020). <u>Evidence to be provided</u> ³ : A statement of turnover concerning the services covered by the FWC for the last two (2) years (for each of the years 2019 and 2020). (see Section 17.2 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> if applicable	<input checked="" type="checkbox"/> if applicable	'Attachment section'- 'Economic and financial capacity' tab
Provision of services of the type as requested in this tender for a total invoiced amount (i.e. provision of services of temporary agency work) of at least EUR 1,000,000.00 for each of the years 2019 and 2020. <u>Evidence to be provided</u> ³ : The name(s) of customer(s), a brief description of services undertaken and the total financial volume of the contract(s) effectively delivered (i.e. the total amount effectively invoiced to the customers) for the last two (2) years (for each of the years 2019 and 2020). (see Section 17.3.1 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> if applicable	<input checked="" type="checkbox"/> if applicable	'Attachment section'- 'Technical and professional capacity' tab
At least three (3) references of international institutions and/or companies with operations in Slovenia to which the tenderers are/have provided the provision of services of temporary agency work during the last two (2) years. <u>Evidence to be provided</u> ³ : The references duly signed by the customer(s) indicating the start and end date of the contract(s), detailing the provision of services of temporary agency work provided for each of the years 2019 and 2020. (see Section 17.3.2 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> if applicable	<input checked="" type="checkbox"/> if applicable	'Attachment section'- 'Technical and professional capacity' tab
ANNEX I.G - List of identified subcontractors (see Section 17.4 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			'Attachment section'- 'Other documents' tab

³ This applies to the tenderer as a whole.

Description	For joint tenders submitted by a consortium			Subcontractor	Where to fill in / upload a document in e-Submission
	Single/main contractor	Leader of the group in joint tender	All partners in a joint tender		
ANNEX I.H - Commitment letter by the subcontractor (see Section 17.4 of Annex I)				<input checked="" type="checkbox"/>	'Attachment section' - 'Other documents' tab
In the absence of subcontracting - a declaration of the tenderer, duly signed and dated, stating he does not intend to subcontract and that he will inform the Agency about any change in this situation. The Agency reserves the right to judge if such change would be acceptable. (see Section 17.4 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			'Attachment section' - 'Other documents' tab
A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), or the legal form their cooperation will take, should they be awarded the FWC. (see Section 17.5 of Annex I)		<input checked="" type="checkbox"/>			'Attachment section' - 'Other documents' tab
A letter dated and signed by each member stating its commitment to execute the services in the tender clearly indicating its role, qualifications and experience. (see Section 17.5 of Annex I)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		'Attachment section' - 'Other documents' tab
A document dated and signed by all members specifying the lead of the consortium or grouping of service providers and authorising the appointed lead of the consortium or grouping of service providers to submit the offer. (see Section 17.5 of Annex I)		<input checked="" type="checkbox"/>			'Attachment section' - 'Other documents' tab
ANNEX I.F - Power of attorney (see Section 17.5 of Annex I)			<input checked="" type="checkbox"/>		'Attachment section' - 'Other documents' tab
The financial offer based on the model in Annex II to the invitation to tender, signed and dated by the tenderer (see Section 15 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			'Attachment section' - 'Financial offer' tab
The technical tender (see Section 18 of Annex I)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			'Attachment section' - 'Technical tender' tab
Tender report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Generated by e-Submission once all information and documents have been encoded and uploaded in the application