

Call for tenders SANTE/GRA/2021/OP/0010
Framework contract for language training services for the European Commission, based in Grange, Dunsany, Co. Meath, Ireland
Open procedure

Annex 1. List of documents to be submitted with the tender or during the procedure

| Description | Sole tenderer | Joint tender | | Identified Subcontractor | Entity on whose capacity is being relied | When and where to submit the document? | Instructions for uploading in eSubmission (if applicable) | |
|---|---------------|--------------|---------------------|--------------------------|--|---|---|--|
| | | Group leader | Member of the group | | | | How to name the file? | Where to upload? |
| <div>1. Identification and information about the tenderer.</div> <div><i>eSubmission view</i><div><div></div><div>Ways to submit</div><div></div><div>Parties</div><div></div><div>Tender data</div><div></div><div>Submission report</div><div></div><div>Submit</div></div></div> | | | | | | | | |
| <div>Declaration on Honour on Exclusion and Selection Criteria (see Section 3.1)</div> <div>Model in Annex 2. Declaration on Honour on exclusion and selection criteria</div> | <div>☒</div> | <div>☒</div> | <div>☒</div> | <div>☒</div> | <div>☒</div> | <div>With the tender in eSubmission</div> | <div>Declaration on Honour'</div> | <div>With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Declaration on Honour'.</div> <div>For entities on whose capacity is being relied and who are not subcontractors, the document must be uploaded in the section of the Sole tenderer or Group</div> |

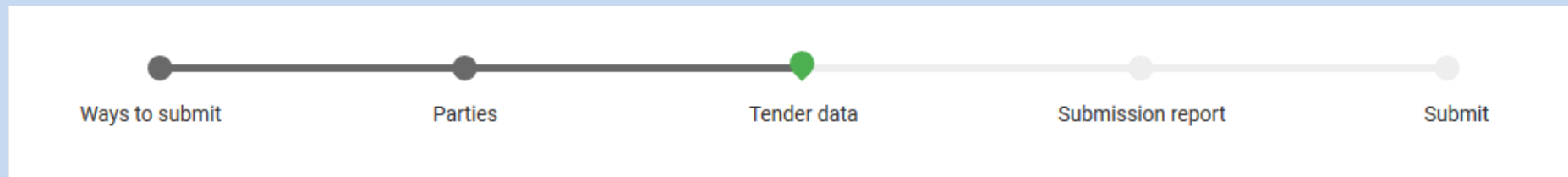
| | | | | | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|---|---|--------------------------------|-------------------------------------|---|
| | | | | | | | | leader: →'Identification tenderer' →'Attachments'→'Other documents'. |
| Evidence that the person signing the documents is an authorised representative of the entity ¹ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | With the tender in eSubmission | 'Authorisation to sign' documents'. | With the concerned entity under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'. |
| Power of attorney (see Section 2.4.1) Model in Annex 3. Power of attorney | | | <input checked="" type="checkbox"/> | | | With the tender in eSubmission | 'Power of attorney' | In the Group leader's section under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'. |
| List of identified subcontractors (see Section 2.4.2) model in Annex 4. List of identified subcontractors | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | With the tender in eSubmission | "List of identified subcontractors" | In the Sole tenderer's or the Group leader's section under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'. |
| Commitment letter (see Section 2.4.2 and 2.4.3) | | | | <input checked="" type="checkbox"/> (model in Annex 5.1) | <input checked="" type="checkbox"/> (model in Annex 5.2) | With the tender in eSubmission | 'Commitment letter' | With the concerned entity under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'. |

¹ A document that the Contracting authority can access on a national database free of charge does not need to be submitted if the Contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

| | | | | | | | | |
|---|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|---|---|
| Evidence of non-exclusion (see Section 3.1) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Only upon request by <i>the Contracting authority</i> At any time during the procedure | n.a. | n.a. |
| Evidence of legal existence and status | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | Only upon request by <i>the EU Validation services</i> At any time during the procedure In the Participant Register | n.a. | n.a. |
| Evidence of legal capacity (see Section 3.2.1) | | | | | | | | n.a. |
| Evidence of economic and financial capacity F1 (see Section 3.2.2) | <p>The documents must be provided</p> <p>only by the <i>involved entities</i></p> <p>who contribute to reaching the minimum capacity level</p> <p>for criterion F1</p> | | | | | With the tender in eSubmission | 'Balance_sheet_entity_year" Profit_Loss_Account_entity_year" | With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Economic and financial capacity'. |
| Evidence of technical and professional capacity T1-T4 (see Section 3.2.3) | <p>The documents must be provided</p> <p>only by the <i>involved entities</i></p> <p>who contribute to reaching the minimum capacity level</p> <p>for criterion T1 – T4</p> | | | | | With the tender in eSubmission | 'A_Tenderer's experience_T1" 'B_Professional Capacity_T2" 'B_Professional Capacity_T3" 'C_Technical Capacity_T4" | With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Technical and professional capacity'. |

2. Tender data.

eSubmission view



Failure to upload the following documents in eSubmission will lead to rejection of the tender.

| | | | | | | | | |
|---|-------------------------------------|-------------------------------------|--|--|--|-----------------------------------|-------------------|--|
| [Technical offer (see Section 4.2)] | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | With the tender in eSubmission | 'Technical offer' | Under section 'Tender Data' → 'Technical offer' |
| Financial offer (see Section 4.2) Model in Annex 6 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | With the tender in eSubmission | 'Financial offer' | Under 'Tender Data' → 'Financial offer' |