

OPEN CALL FOR TENDERS FOR THE SUPPLY OF IT TECHNICAL SUPPORT SERVICES TO END USERS OF THE EUROPEAN UNIVERSITY INSTITUTE

Tenderers are requested to fill in this Checklist before submitting their Request to participate in the tender

1.	The Request to participate in the tender is being submitted WITHIN the DEADLINE of the date and hour given in Articles 29 and 37 of the STS.	<input type="checkbox"/>
2.	The Tenderer is sending a package (sealed with adhesive tape and signed across the tape) containing 4 (four) envelopes, in compliance with the instructions in the STS (Envelopes 1-2-3-4).	<input type="checkbox"/>
3. Envelope no. 1 – ADMINISTRATIVE DOCUMENTS - sealed (including with adhesive tape) and initialled across the seals:		
1 original + 1 paper copy (clearly distinguishable from the original), and a digital copy of the following documents:		<input type="checkbox"/>
a)	Checklist, duly filled in and signed (Annex A).	<input type="checkbox"/>
b)	Request to participate in the tender, duly filled in and signed (Annex B).	<input type="checkbox"/>
c)	Declaration on honour concerning the legal status of the Company, duly filled in and signed (Annex C).	<input type="checkbox"/>
d)	Qualifications, documents and certificates required to prove that the Company is in possession of all General as well as Technical, Economic and Financial Capacity requirements as stated in Article 35 of the STS, including UNI EN ISO 9001 Certification and Economic Feasibility Plan.	<input type="checkbox"/>
e)	Request to participate to the compulsory site inspection, duly filled and signed (Annex D) and Site Inspection Attendance, signed by the Institute's reference person.	<input type="checkbox"/>
f)	Copy of the Invitation to Tender letter, of the Special Tender Specifications and of the Draft Contract, with no additions, amendments or changes, initialled on every page and bearing on the last page the Tenderer's stamp and the full and legible signature of its owner or Legal Representative.	<input type="checkbox"/>
g)	Bid bond for 2% (two percent) of the presumed amount of the tender.	<input type="checkbox"/>
h)	In the case of <u>an already established TGC</u> : a special collective mandate with powers of representation, conferred upon the Lead Company by the participating companies.	<input type="checkbox"/>
i)	In the case of <u>a TGC not yet formally established</u> : the undertaking, should the tender be awarded to this TGC, to confer a special collective mandate with powers of representation upon one of the companies.	<input type="checkbox"/>
j)	Declaration on Honour that the Tenderer is in compliance with anti-Mafia provisions.	<input type="checkbox"/>
4. Envelope no. 2 – TECHNICAL OFFER – sealed (including with adhesive tape) and initialled across the seals:		
1 original + 1 paper copy (clearly distinguishable from the original), and a digital copy of the following documents:		<input type="checkbox"/>
k)	Technical Offer Report according to the instructions given in Article 29.2 of the STS.	<input type="checkbox"/>
	<i>The original of the Technical Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
l)	Summary of Technical Offer, duly filled and signed (Annex E).	<input type="checkbox"/>
m)	CVs of the candidates based on Europass template.	<input type="checkbox"/>
n)	Candidate Evaluation Form(s), duly filled and signed (Annex O).	<input type="checkbox"/>
5. Envelope no. 3 – ECONOMIC OFFER – sealed (including with adhesive tape) and initialled across the seals:		
1 original + 1 paper copy (clearly distinguishable from the original), and a digital copy of the Economic Offer, filled in according to the instructions given in Article 29.3 of the STS, using the form in Annex F.		<input type="checkbox"/>
	<i>The original of the Economic Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
6. Envelope no. 4 – FURTHER DOCUMENTATION – sealed (including with adhesive tape) and initialled across the seals:		
Any other document and technical description, providing additional information in support of the Company's Offer, that was not specifically mentioned as being part of the content of the other envelopes (e.g., brochures, illustrated prospectuses, etc.).		<input type="checkbox"/>

Place and date _____

Signature of Legal Representative _____

A non-authenticated photocopy of the valid ID document of the signatory is enclosed.