**CFT-EUI-CS-2017-001**

**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 9 and 14 of the STS**.**
 | [ ]  |
| 1. 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).
 | [ ]  |
| 1. **Envelope no. 1 – Administrative documents -** sealed (including with adhesive tape) and initialled across the seals**:**
 |  |
| **1 original** + **1 copy** (clearly distinguishable from the original, neither stapled nor bound),and a digital copy of the following documents:  | **[ ]**  |
| 1. Annex A (Checklist), duly filled in and signed (Annex A).
 | **[ ]**  |
| 1. Request to participate in the tender, duly filled in and signed (Annex B).
 | [ ]  |
| 1. Declaration on honour concerning the legal status of the Company, duly filled in and signed (Annex C).
 | [ ]  |
| 1. All the documents and certificates necessary to prove that the Company is in possession of all requirements as stated in Article 12 of the STS.
 |  |
| 1. 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.
 | [ ]  |
| 1. Bid bond for 2% (two percent) of the presumed amount of the tender.
 | [ ]  |
| 1. **Envelope no. 2 – Technical Offer –** sealed (including with adhesive tape) and initialled across the seals:
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| **1 original** + **1 copy** (clearly distinguishable from the original, neither stapled nor bound), and a digital copy of the Technical Offer, and of Annex E, filled in according to the instructions given in Article 9 of the STS. | **[ ]**  |
| *The original of the Technical Offer shall be signed by the Company's Legal Representative.* | **[ ]**  |
| 1. **Envelope no. 3 – Economic Offer –** sealed (including with adhesive tape) and initialled across the seals:
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| **1 original** + **1 copy** (clearly distinguishable from the original, neither stapled nor bound), and a digital copy of the Economic Offer, filled in according to the instructions given in Article 9 of the STS, using the form in Annex F. | **[ ]**  |
| *The original of the Economic Offer shall be signed by the Company's Legal Representative.* | **[ ]**  |
| 1. **Envelope no. 4 – Further documentation –** sealed (including with adhesive tape) and initialled across the seals:
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| 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.). | **[ ]**  |

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Legal Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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