

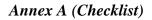


## **OP/EUI/REFS/2015/003**

## OPEN CALL FOR TENDERS FOR THE PROVISION OF ON-SITE AUDIO VISUAL TECHNICAL ASSISTANCE FOR THE CONFERENCE AND SEMINAR ACTIVITIES ORGANIZED BY THE EUI, INCLUDING THE PURCHASE OR RENTAL OF THE RELATED TECHNICAL EQUIPMENT AND MACHINERY

## Tenderers are requested to fill in this Checklist.

| I. Submission of the tender WITHIN the DEADLINE of the date and hour given at point 3 of the Invitation Letter.   |  |
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| <b>II.</b> The Tenderer is sending a package (sealed with adhesive tape and signed across the tape) containing 3 (three) or 4 (four) envelopes, in compliance with instructions given at point 3 of the Invitation Letter. (Envelopes 1-2-3-4).   |  |
| <b>III. Envelope no. 1 – Administrative documents</b> - sealed including with adhesive tape) and initialled across the seals:   |  |
| • 1 original + 2 copies (clearly distinguishable from the original) and a digital copy of the following documents:  |  |
| (1) Checklist, duly filled and signed (annex A).  |  |
| (2) Self-certification (annex B).   |  |
| (3) Declaration on honour on exclusion criteria and absence of conflict of interests (annex C).   |  |
| (4) 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 |  |
| (5) In the case of an already established grouping of companies (TGC): a special collective mandate with powers of representation, conferred upon the lead company by the participating companies.  |  |
| (6) In the case of a TGC not yet formally established: 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.   |  |
| (7) Written declaration of inspection attendance  |  |
| (8) Bid bond for 2% (two percent) of the presumed amount of the tender  |  |
| IV. Envelope no. 2 – Technical Offer- sealed (including with adhesive tape) and initialled across the seals:  |  |
| • <b>1 original + 2 copies</b> (clearly distinguishable from the original), and a digital copy of the Technical Offer, of Annex E, filled in according to the instructions given at point 3 of the Invitation Letter.   |  |
| The original of the Economic Offer shall be signed by the Company's Legal Representative.   |  |
| VI. Envelope no. 3 – Economic Offer- sealed (including with adhesive tape) and initialled across the seals:   |  |
| • <b>1 original + 2 copies</b> (clearly distinguishable from the original), and a digital copy of the Economic Offer, filled in according to the instructions given at point 3 of the Invitation Letter, using the form in Annex F.   |  |
| The original of the Economic Offer shall be signed by the Company's Legal Representative.   |  |
| VII. 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.)   |  |



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

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

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