

OP/EUI/LIB/2015/001

Open Call for Tenders for an Integrated Library System for the European University Institute

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	<input type="checkbox"/>
II. The Tenderer is sending a package (sealed with adhesive tape and signed across the tape) containing 4 (four) envelopes, in compliance with instructions given at point 3 of the Invitation Letter. (Envelopes 1-2-3-4).	<input type="checkbox"/>
III. Envelope no. 1 – Administrative documents - sealed (adhesive tape advised) and initialled across both tape and envelope	
• 1 original + 2 copies (clearly distinguishable from the original) and a digital copy of the following documents:	<input type="checkbox"/>
(1) Checklist, duly filled and signed (Annex A).	<input type="checkbox"/>
(2) Request to participate in the tender (Annex B).	<input type="checkbox"/>
(3) Declaration on honour on exclusion criteria and absence of conflict of interests (Annex C).	<input type="checkbox"/>
(4) Financial statements or extracts from balance sheets for at least the last two financial years (see Tender Specifications, Chapter I, Article 5)	<input type="checkbox"/>
IV. Envelope no. 2 – Technical Offer - sealed (adhesive tape advised) and initialled across both tape and envelope	
• 1 original + 2 copies (clearly distinguishable from the original), and 1 digital copy of the Technical Offer, of Annex D filled in according to the instructions given at point 3 of the Invitation Letter	<input type="checkbox"/>
• 1 digital copy of the Technical Offer, of Annex E Central Index content – List of Journals, filled in according to the instructions given at points 15.3 and 15.4 of Chapter II of the Tender Specifications (ONLY IF YOU APPLY FOR THE CENTRAL INDEX - OPTIONAL SERVICE)	<input type="checkbox"/>
• 1 digital copy of the Technical Offer, of Annex F Central Index content – List of Electronic resources, filled in according to the instructions points 15.3 and 15.4 of Chapter II of the Tender Specifications. Specifications (ONLY IF YOU APPLY FOR THE CENTRAL INDEX - OPTIONAL SERVICE)	<input type="checkbox"/>
<i>The original of the Technical Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
V. Envelope no. 3 – Economic Offer - sealed (adhesive tape advised) and initialled across both tape and envelope	
• 1 original + 2 copies (clearly distinguishable from the original) of the Economic Offer, filled in according to the instructions given at point 3 of the Invitation Letter, using the form in Annex G	<input type="checkbox"/>
<i>The original of the Economic Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
VI. Envelope no. 4 – Further documentation - sealed (adhesive tape advised) and initialled across both tape and envelope	
<i>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.)</i>	<input type="checkbox"/>