

Checklist to be completed by the competitor before sending in the application form.

I. The present application is sent to request participation in the Tender EUI/BFA/2015/001 – Open call for tender to provide external Travel Agency Services to the European University Institute.	<input type="checkbox"/>
II. Submission of application NOT LATER THAN the deadline stated in Article 10 of the Tech. Specs.	<input type="checkbox"/>
III. The tender participants shall send an envelope (sealed and signed along the seal) containing three (3) separate envelopes as indicated by the article 10 of Tech. Specs.	<input type="checkbox"/>
IV. Envelope n. 1 – Technical - sealed (with adhesive tape) and signed across the seal:	
• 1 original + 2 copies (clearly distinguishable from the original) and a digital copy of the technical offer, completed as indicated in Article 10 of the Tech. Specs, using the model at Annex E.	<input type="checkbox"/>
• Annex F duly signed by each of the proposed staff member of the Travel Agency	<input type="checkbox"/>
<i>The original copy of the technical offer must be signed by the legal representative of the Company.</i>	<input type="checkbox"/>
VI. Envelope n. 2 - Financial - sealed (with adhesive tape) and signed across the seal:	
• 1 original + 2 copies (clearly distinguishable from the original) and a digital copy of the financial offer, completed as indicated in Article 10 of the Tech. Specs using the model at Annex G.	<input type="checkbox"/>
<i>The original copy of the financial offer must be signed by the legal representative of the Company.</i>	<input type="checkbox"/>
VI. Envelope no. 3 – Supporting documents – sealed (with adhesive tape) and signed across the seal:	
• 1 original + 2 copies (clearly distinguishable from the original) and a digital copy of the following documents:	<input type="checkbox"/>
(a) Checklist, completed and signed (Annex A).	<input type="checkbox"/>
(b) Request for participation, completed and signed (Annex B).	<input type="checkbox"/>
(c) Declaration in lieu, completed and signed (Annex C).	<input type="checkbox"/>
(d) All the supporting documents and certificates for declarations stated in Annex C and all the evidences asked in articles 13 and 14 of the Tech. Specs.	<input type="checkbox"/>
(e) The Declaration on honour signed and accompanied by a copy of a valid identity document of the signatory (Annex D)	<input type="checkbox"/>
(f) A copy of the Letter of Invitation and the Special Technical Specifications without any additions, alterations or integrations, initialed on each page and signed in full on the last page by the owner or legal representative.	<input type="checkbox"/>
(g) optional: informative documents in sealed envelope	<input type="checkbox"/>

Place and Date _____

Signature of the Legal Representative _____

Hereto attached to this present declaration is a non-authenticated photocopy of a valid identification document of the signatory.