

OP/EUI/AS/2016/001

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

The present application is sent to request participation in OP/EUI/AS/2016/001 - Open call for tender to provide collective health and accident insurance to members of the EUI LOT B: Accident insurance	
I. Submission of the application NOT LATER THAN the date and time indicated in Tender Specifications (art.12 tend specs)	
II. The tender participants shall send an envelope (sealed and signed along the seal) containing three (3) separate envelopes as indicated by the article 12 of Tender Specifications and in the Letter of invitation.	
III. Envelope n. 1 – Technical - sealed (with adhesive tape) and signed along the seal:	
<ul style="list-style-type: none"> • 1 original + 2 copies (clearly distinguishable from the original) and a copy of the technical offer in digital format, completed as indicated in Article 12 of the Tend. Specs, using the model at Annex E-LOT B. <i>The original copy of the technical offer must be signed by the legal representative of the Company.</i> 	
<ul style="list-style-type: none"> • draft of policy/contracts for insurance 	
<ul style="list-style-type: none"> • examples of informative materials for customers 	
IV. Envelope n. 2 - Financial - sealed (with adhesive tape) and signed along the seal:	
<ul style="list-style-type: none"> • 1 original + 2 copies (clearly distinguishable from the original) and a copy of the financial offer in digital format, completed as indicated in Article 12 of the Tend. Specs using the model at Annex G-LOT B. <i>The original copy of the economic offer must be signed by the legal representative of the Company.</i> 	
V. Envelope no. 3 - Supporting documents - sealed (with adhesive tape) and signed along the seal:	
<ul style="list-style-type: none"> • 1 original + 2 copies (clearly distinguishable from the original) and a copy of the following document in digital format, completed as indicated in Article 12 of the Tend. Specs: 	
(a) Checklist, completed and signed (Annex A).	
(b) Tender participation request, completed and signed (Annex B).	
(c) Declaration in lieu, completed and signed (Annex C).	
(d) All the supporting documents and certificates for declarations stated in Annex C and all the evidences asked in articles 9, 12, 15 of the Tend. Specs. <ul style="list-style-type: none"> • Certificate of enrolment in trade register; • Balance sheets with profit and loss accounts. 	
(e) The Declaration on honour signed and accompanied by a copy of a valid identity document of the signatory (Annex D)	
(f) A copy of: Letter of Invitation, Tender Specifications and Draft Framework Contract without any additions, alterations or integrations, initialed on each page and signed in full on the last page by director or legal representative.	
(g) optional: informative documents in sealed envelope (draft of additional policies, etc.)	

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.