

OPEN CALL FOR TENDERS FOR THE PROVISION OF ORDINARY REMOVAL SERVICES AND HANDLING ACTIVITIES FOR UNDERTAKING THE REMOVALS FROM ONE PREMISE TO ANOTHER OF 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 Letter.	☐
II. The Tenderer is sending a package (sealed with adhesive tape and signed across the tape) containing 3 (three) envelopes, in compliance with instructions given at point 3 of the Invitation Letter. (Envelopes 1-2-3).	☐
III. Envelope no. 1 – Administrative documents – sealed (including with adhesive tape) and initialled across the seals:	
• n. 1 original + n. 2 copies (clearly distinguishable from the original) and n. 1 digital copy of the following documents:	☐
(1) Checklist, duly filled and signed (Annex II - A)	☐
(2) Self-certification form (Annex II - B)	☐
(3) Declaration on honour on exclusion criteria and absence of conflict of interests (Annex II - 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) Written declaration of inspection attendance	☐
(6) Bid bond for 2% (two percent) of the presumed amount of the tender	☐
(7) In the case of <u>an already established grouping of companies (TGC)</u> : a special collective mandate with powers of representation, conferred upon the lead company by the participating companies	☐
(8) In the case of a <u>TGC not yet formally established</u> : 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	☐
(9) Chamber of commerce company registration	☐
(10) Antimafia self-certification or equivalent certification	☐
(11) Insurance policies	
IV. Envelope no. 2 – Technical Offer- sealed (including with adhesive tape) and initialled across the seals:	
• n. 1 original + n. 2 copies (clearly distinguishable from the original), and n. 1 digital copy of the Technical Offer, filled according to the instructions given at point 3 of the Invitation Letter, using the form in Annex II - E.	☐
<i>The original of the Economic Offer shall be signed by the Company's Legal Representative.</i>	☐
V. Envelope no. 3 – Economic Offer- sealed (including with adhesive tape) and initialled across the seals:	
• n. 1 original + n. 2 copies (clearly distinguishable from the original), and n. 1 digital copy of the Economic Offer, filled according to the instructions given at point 3 of the Invitation Letter, using the form in Annex II - F.	☐
<i>The original of the Economic Offer shall be signed by the Company's Legal Representative.</i>	☐

Place and date _____

Signature of Legal Representative _____

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