

**OPEN CALL FOR TENDERS FOR THE MANAGEMENT OF THE INVESTMENT PORTFOLIO OF THE EUROPEAN UNIVERSITY INSTITUTE'S PENSION RESERVE FUND**

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.	<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"/>
<b>III. Envelope no. 1 – Administrative documents – sealed (including with adhesive tape) and initialled across the seals:</b>	
• <b>n. 1 original + n. 1 copy</b> (clearly distinguishable from the original) and <b>n. 1 digital copy</b> of the following documents:	<input type="checkbox"/>
(1) Checklist, duly filled and signed (Annex II A)	<input type="checkbox"/>
(2) Self-certification form (Annex II B)	<input type="checkbox"/>
(3) Declaration on honour on exclusion criteria and absence of conflict of interests (Annex II C)	<input type="checkbox"/>
(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	<input type="checkbox"/>
(5) Chamber of commerce company registration or equivalent	<input type="checkbox"/>
(6) Anti-mafia self-certification or equivalent certification	<input type="checkbox"/>
<b>IV. Envelope no. 2 – Technical Offer- sealed (including with adhesive tape) and initialled across the seals:</b>	
• <b>n. 1 original + n. 1 copy</b> (clearly distinguishable from the original), and <b>n. 1 digital copy</b> of the Technical Offer, filled according to the instructions given at point 3 of the Invitation Letter, using the form in Annex II D.	<input type="checkbox"/>
<b><i>The original of the Economic Offer shall be signed by the Company's Legal Representative.</i></b>	<input type="checkbox"/>
<b>V. Envelope no. 3 – Economic Offer- sealed (including with adhesive tape) and initialled across the seals:</b>	
• <b>n. 1 original + n. 1 copy</b> (clearly distinguishable from the original), and <b>n. 1 digital copy</b> of the Economic Offer, filled according to the instructions given at point 3 of the Invitation Letter, using the form in Annex II E.	<input type="checkbox"/>
<b><i>The original of the Economic Offer shall be signed by the Company's Legal Representative.</i></b>	<input type="checkbox"/>
<b>VI. Envelope no. 4 – Other information- sealed (including with adhesive tape) and initialled across the seals:</b>	
• <b>n. 1 original</b> of the files and original of document filled according to the instructions given at point 3 of the Invitation Letter, using the form in Annex II F.	<input type="checkbox"/>

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

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

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