

Open Call for Tenders for the supply of Laptops and related services for the European University Institute

Tenderers are requested to fill in this Checklist before submitting their Request to participate in the tender

1. The Request to participate in the tender is being submitted WITHIN the DEADLINE of the date and hour given in Articles 3.1 and 3.15 of the STS.	<input type="checkbox"/>
2. The Tenderer is sending a package (sealed with adhesive tape and signed across the tape) containing 4 (four) envelopes, in compliance with the instructions in the STS (Envelopes 1-2-3-4).	<input type="checkbox"/>
3. Envelope no. 1 – Administrative documents - sealed (including with adhesive tape) and initialled across the seals:	
1 original + 1 paper copy (clearly distinguishable from the original) , and a digital copy of the following documents:	<input type="checkbox"/>
a) Checklist, duly filled in and signed (Annex A).	<input type="checkbox"/>
b) Request to participate in the tender, duly filled in and signed (Annex B).	<input type="checkbox"/>
c) Declaration on honour concerning the legal status of the Company, duly filled in and signed (Annex C).	<input type="checkbox"/>
d) Qualifications, documents and certificates required to prove that the Company is in possession of all requirements as stated in Articles 3.11 and 3.12 of the STS.	<input type="checkbox"/>
e) 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"/>
f) Declaration on Honour that the Tenderer is in compliance with anti-Mafia provisions.	<input type="checkbox"/>
4. Envelope no. 2 – Technical Offer – sealed (including with adhesive tape) and initialled across the seals:	
1 original + 1 paper copy (clearly distinguishable from the original) , and a digital copy of the following documents:	<input type="checkbox"/>
g) Technical-organisational report drawn up according to the instructions given in Article 3.3 of the STS.	<input type="checkbox"/>
<i>The original of the Technical Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
h) Curriculum Vitae of the Supervisor.	<input type="checkbox"/>
i) Summary of Technical Offer, duly filled in and signed (Annex E).	<input type="checkbox"/>
j) Copy of Minimum Technical Requirements (Annex G), initialled for acceptance by the Legal Representative.	<input type="checkbox"/>
k) Copy of the ISO 9001 (or equivalent) certificate of the manufacturer of the proposed laptop.	<input type="checkbox"/>
5. Envelope no. 3 – Economic Offer – sealed (including with adhesive tape) and initialled across the seals:	
1 original + 1 paper copy (clearly distinguishable from the original) , and a digital copy of the Economic Offer, filled in according to the instructions given in Article 3.4 of the STS, using the form in Annex F.	<input type="checkbox"/>
<i>The original of the Economic Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
6. Envelope no. 4 – Further documentation – sealed (including with adhesive tape) and initialled across the seals:	
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.).	<input type="checkbox"/>

Place and date _____

Signature of Legal Representative _____

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