

**REF: OP/EUI/LIB/2019/001**

**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 specified in the Invitation Letter.	<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 Invitation Letter (Envelopes 1-2-3-4).	<input type="checkbox"/>
<b>3. Envelope no. 1 – Administrative documents - sealed (including with adhesive tape) and initialled across the seals:</b>	
<b>1 original + 1 copy</b> (clearly distinguishable from the original, neither stapled nor bound), of the following documents:	<input type="checkbox"/>
a) Annex 1 (Checklist), duly filled in and signed.	<input type="checkbox"/>
b) Annex 2 (Request to participate in the tender) duly filled in and signed.	<input type="checkbox"/>
c) Annex 3 (Declaration on honour concerning the legal status of the Company), duly filled in and signed.	<input type="checkbox"/>
d) All the documents and certificates necessary to prove that the Company is in possession of all requirements as stated in the Selection Criteria of the Tender Specifications (A4.2).	
<b>4. Envelope no. 2 – Technical Offer – sealed (including with adhesive tape) and initialled across the seals:</b>	
<b>1 original + 3 copies</b> (clearly distinguishable from the original, neither stapled nor bound) of your Technical Offer (Annex 4).	<input type="checkbox"/>
<i>The original of the Technical Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
<b>5. Envelope no. 3 – Economic Offer – sealed (including with adhesive tape) and initialled across the seals:</b>	
<b>1 original + 1 copy</b> (clearly distinguishable from the original, neither stapled nor bound) of your Economic offer (Annex 5)	<input type="checkbox"/>
<i>The original of the Economic Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
<b>6. Envelope no. 4 – Further documentation – sealed (including with adhesive tape) and initialled across the seals:</b>	
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.	<input type="checkbox"/>

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

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