

Tenderers are requested to fill in this Checklist before submitting their request to participate in the Open Procedure:

1. The request to participate in the tender is being submitted WITHIN the DEADLINE of the date and hour given in the Article 3 "Submission of tenders" of the Invitation Letter.	<input type="checkbox"/>
2. The Tenderer is sending a package (sealed with adhesive tape and signed across the tape) containing 2 (two) envelopes, in compliance with the instructions in the Article 3 – "Submission of tenders" of the Invitation Letter. (Envelopes 1-2).	<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 II-A).	<input type="checkbox"/>
b) Declaration on honour concerning the legal status of the Company, duly filled in and signed (Annex II-B), and including all the qualifications, documents and certificates necessary to prove that the Company is in possession of all requirements as stated in Articles 22 and 23 of the STS.	<input type="checkbox"/>
c) 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"/>
d) Chamber of Commerce company registration.	<input type="checkbox"/>
e) Copy of the Insurance policies stipulated by the tenderer	<input type="checkbox"/>
f) Receipt of the site inspection	<input type="checkbox"/>
4. Envelope no. 2 – 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 the Article 3 – "Submission of tenders" of the Invitation Letter, using the form in Annex II-D.	<input type="checkbox"/>
<i>The original of the Economic Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>

Place and date _____

Signature of Legal Representative _____

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