OPEN CALL FOR TENDERS FOR THE SUPPLY OF IT TECHNICAL SUPPORT SERVICES TO END USERS OF 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 29 and 37 of the STS.

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).

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:

   a) Checklist, duly filled in and signed (Annex A).

   b) Request to participate in the tender, duly filled in and signed (Annex B).

   c) Declaration on honour concerning the legal status of the Company, duly filled in and signed (Annex C).

   d) Qualifications, documents and certificates required to prove that the Company is in possession of all General as well as Technical, Economic and Financial Capacity requirements as stated in Article 35 of the STS, including UNI EN ISO 9001 Certification and Economic Feasibility Plan.

   e) Request to participate to the compulsory site inspection, duly filled and signed (Annex D) and Site Inspection Attendance, signed by the Institute’s reference person.

   f) 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.

   g) Bid bond for 2% (two percent) of the presumed amount of the tender.

   h) In the case of an already established TGC: a special collective mandate with powers of representation, conferred upon the Lead Company by the participating companies.

   i) In the case of a TGC not yet formally established: 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.

   j) Declaration on Honour that the Tenderer is in compliance with anti-Mafia provisions.

4. Envelope no. 2 – TECHNICAL OFFER – sealed (including with adhesive tape) and initialed across the seals:

   1 original + 1 paper copy (clearly distinguishable from the original), and a digital copy of the following documents:

   k) Technical Offer Report according to the instructions given in Article 29.2 of the STS.

   l) Summary of Technical Offer, duly filled and signed (Annex E).

   m) CVs of the candidates based on Europass template.

   n) Candidate Evaluation Form(s), duly filled and signed (Annex O).

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 29.3 of the STS, using the form in Annex F.

   The original of the Economic Offer shall be signed by the Company’s Legal Representative.

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.).

   The original of the Further Documentation shall be signed by the Company’s Legal Representative.

Place and date _________________________________________

Signature of Legal Representative____________________________________________________

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