

CFT/EUI/ICTS/2016/001

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 given in Articles 14 and 21 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 or	1 original + 1 copy (clearly distinguishable from the original, neither stapled nor bound), and a digital copy of the following documents:	
a)	Annex 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), and including all the qualifications, documents and certificates required to prove that the Company is in possession of all requirements as stated in Article 19 of the STS.	
d)	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.	
e)	Bid bond for 2% (two percent) of the presumed amount of the tender.	
f)	In the case of <u>an already established TGC</u> : a special collective mandate with powers of representation, conferred upon the Lead Company by the participating companies.	
g)	In the case of <u>a TGC not yet formally established</u> : 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.	
h)	Written declaration of survey attendance.	
i)	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 initialled across the seals:		
1 original + 1 copy (clearly distinguishable from the original, neither stapled nor bound), and a digital copy of the Technical Offer, of Annex E and Annex N, filled in according to the instructions given in Article 14 of the STS.		
The	original of the Technical Offer shall be signed by the Company's Legal Representative.	
5. Envelope no. 3 – Economic Offer – sealed (including with adhesive tape) and initialled across the seals:		
	iginal + 1 copy (clearly distinguishable from the original, neither stapled nor bound), and a digital copy of the Economic Offer, filled in ording to the instructions given in Article 14 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:		
	other document and technical description, providing additional information in support of the Company's Offer, that was not cifically mentioned as being part of the content of the other envelopes (e.g., brochures, illustrated prospectuses, etc.).	
Place and date Signature of Legal Representative		

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