

OP/EUI/REFS/2015/007

## OPEN CALL FOR TENDERS FOR THE SUPPLY OF STATIONERY AND OFFICE SUPPLIES, USING A DIGITAL PLATFORM TO DISPATCH ONLINE ORDERS

Tenderers are requested to fill in this Checklist.

I. Submission of the tender WITHIN the DEADLINE of the date and hour given at point 3 of the Invitation Letter.	<input type="checkbox"/>
II. The Tenderer is sending a package (sealed with adhesive tape and signed across the tape) containing 3 (three) + 1 (one) envelopes, in compliance with instructions given at point 3 of the Invitation Letter (Envelopes 1-2-3 + 4).	<input type="checkbox"/>
<b>III. Envelope no. 1 – Administrative documents</b> - sealed (including with adhesive tape) and initialled across the seals:	
• <b>1 original + 2 copies</b> (clearly distinguishable from the original) and a digital copy of the following documents:	<input type="checkbox"/>
(a) Checklist, duly filled and signed (annex A).	<input type="checkbox"/>
(b) Self-certification Form (annex B).	<input type="checkbox"/>
(c) Declaration on honour on exclusion criteria and absence of conflict of interests (annex C).	<input type="checkbox"/>
(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.	<input type="checkbox"/>
(e) In the case of an <u>already established grouping of companies (TGC)</u> : a special collective mandate with powers of representation, conferred upon the lead company by the participating companies.	<input type="checkbox"/>
(e) In the case of a <u>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.	<input type="checkbox"/>
(f) Bid bond for 2% (two percent) of the presumed amount of the tender.	
(g) Chamber of commerce company registration.	<input type="checkbox"/>
(h) Antimafia selfcertification or equivalent certification.	<input type="checkbox"/>
<b>IV. Envelope no. 2 – Technical Offer</b> - sealed (including with adhesive tape) and initialled across the seals:	
• <b>1 original + 2 copies</b> (clearly distinguishable from the original), and a digital copy of the Technical Offer, of Annex E, filled in according to the instructions given at point 3 of the Invitation Letter.	<input type="checkbox"/>
<i>The original of the Economic Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
<b>V. Envelope no. 3 – Economic Offer</b> - sealed (including with adhesive tape) and initialled across the seals:	
• <b>1 original + 2 copies</b> (clearly distinguishable from the original), and a digital copy of the Economic Offer, filled in according to the instructions given at point 3 of the Invitation Letter, 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"/>
<b>VI. Envelope no. 4 – Samples related to Technical Offer</b> - sealed (including with adhesive tape) and initialled across the seals:	
<i>samples of some of the products listed in the Technical Offer, as specified at point 3 of the Invitation Letter.</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.