

**OPEN CALL FOR TENDERS FOR THE IN-HOUSE MANAGEMENT OF THE EUROPEAN UNIVERSITY
INSTITUTE PRINT SHOP**

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) envelopes, in compliance with instructions given at point 3 of the Invitation Letter (Envelopes 1-2-3).	<input type="checkbox"/>
III. Envelope no. 1 – Administrative documents - sealed (including with adhesive tape) and initialled across the seals:	
• n. 1 original + n. 2 copies (clearly distinguishable from the original) and n. 1 digital copy of the following documents:	<input type="checkbox"/>
(1) Checklist, duly filled and signed (annex A).	<input type="checkbox"/>
(2) Self-certification form (annex B).	<input type="checkbox"/>
(3) Declaration on honour on exclusion criteria and absence of conflict of interests (annex C).	<input type="checkbox"/>
(4) 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"/>
(5) Written declaration of inspection attendance	<input type="checkbox"/>
(6) Bid bond for 2% (two percent) of the presumed amount of the tender	<input type="checkbox"/>
(7) In the case of <u>an 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"/>
(8) 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"/>
(9) Chamber of commerce company registration	<input type="checkbox"/>
(10) Antimafia selfcertification or equivalent certification	<input type="checkbox"/>
IV. Envelope no. 2 – Technical Offer - sealed (including with adhesive tape) and initialled across the seals:	
• n. 1 original + n. 2 copies (clearly distinguishable from the original), and n. 1 digital copy of the Technical Offer, filled according to the instructions given at point 3 of the Invitation Letter, using the form in Annex E.	<input type="checkbox"/>
<i>The original of the Technical Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
V. Envelope no. 3 – Economic Offer - sealed (including with adhesive tape) and initialled across the seals:	
• n. 1 original + n. 2 copies (clearly distinguishable from the original), and n. 1 digital copy of the Economic Offer, filled 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"/>

Place and date _____

Signature of Legal Representative _____

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