

**Checklist to be completed by the competitor before sending in the application form.**

I. The present application is sent to request participation in the Tender CFT/EUI/BFA/2014/001 – Open call for tender to provide external Audit services for the European University Institute.	
II. Submission of application NOT LATER THAN the deadline stated in Article 9 of the Tech. Specs.	
III. The tender participant is sending an envelope (sealed and signed along the seal) containing three (3) separate envelopes as indicated by article 9 of Tech. Specs.	
<b>IV. Envelope no. 1 – Supporting documents</b> – sealed (with adhesive tape) and signed along the seal:	
<ul style="list-style-type: none"> <li>• <b>1 original + 2 copies</b> (clearly distinguishable from the original) and a digital copy of the following documents:</li> </ul>	
(a) Checklist, completed and signed (Annex A).	
(b) Request for participation, completed and signed (Annex B).	
(c) Declaration in lieu, completed and signed (Annex C).	
(d) All the supporting documents and certificates for declarations stated in Annex C and all the evidences asked in articles 12 and 13 of the Tech. Specs.	
(e) The Declaration on honour signed and accompanied by a copy of a valid identity document of the signatory (Annex D)	
(f) A copy of the Letter of Invitation and the Special Technical Specifications without any additions, alterations or integrations, initialed on each page and signed in full on the last page by the owner or legal representative.	
<b>V. Envelope n. 2 – Technical offer</b> - sealed (with adhesive tape) and signed along the seal:	
<ul style="list-style-type: none"> <li>• <b>1 original + 2 copies</b> (clearly distinguishable from the original) and a digital copy of the technical offer, completed as indicated in Article 9 of the Tech. Specs, using the model at Annex E.</li> </ul>	
<ul style="list-style-type: none"> <li>• A Declaration of confidentiality and absence of conflict of interest (Annex F) for each team member</li> </ul>	
<i>The original copy of the technical offer must be signed by the legal representative of the Company.</i>	
<b>VI. Envelope n. 3 - Economic offer</b> - sealed (with adhesive tape) and signed along the seal:	
<ul style="list-style-type: none"> <li>• <b>1 original + 2 copies</b> (clearly distinguishable from the original) and a digital copy of the economic offer, completed as indicated in Article 9 of the Tech. Specs using the model at Annex G.</li> </ul>	
<i>The original copy of the economic offer must be signed by the legal representative of the Company.</i>	

Place and Date \_\_\_\_\_

Signature of the Legal Representative \_\_\_\_\_

**Hereto attached to this present declaration is a non-authenticated photocopy of a valid identification document of the signatory.**