

REF: OP/EUI/LIB/2017/001

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 specified in the Invitation Letter.	<input type="checkbox"/>
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 Invitation Letter (Envelopes 1-2-3-4).	<input type="checkbox"/>
3. Envelope no. 1 – Administrative documents - sealed (including with adhesive tape) and initialled across the seals:		
	1 original + 1 copy (clearly distinguishable from the original, neither stapled nor bound), of the following documents:	<input type="checkbox"/>
a)	Annex 1 (Checklist), duly filled in and signed.	<input type="checkbox"/>
b)	Annex 2 (Request to participate in the tender) duly filled in and signed.	<input type="checkbox"/>
c)	Annex 3 (Declaration on honour concerning the legal status of the Company), duly filled in and signed.	<input type="checkbox"/>
d)	All the documents and certificates necessary to prove that the Company is in possession of all requirements as stated in the Selection Criteria of the Tender Specifications (A4.2).	<input type="checkbox"/>
4. Envelope no. 2 – Technical Offer – sealed (including with adhesive tape) and initialled across the seals:		
	1 original + 3 copies (clearly distinguishable from the original, neither stapled nor bound) of your Technical Offer (Annex 4).	<input type="checkbox"/>
	<i>The original of the Technical Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
5. Envelope no. 3 – Economic Offer – sealed (including with adhesive tape) and initialled across the seals:		
	1 original + 1 copy (clearly distinguishable from the original, neither stapled nor bound) of your Economic offer (Annex 5)	<input type="checkbox"/>
	<i>The original of the Economic Offer shall be signed by the Company's Legal Representative.</i>	<input type="checkbox"/>
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.	<input type="checkbox"/>

Place and date _____

Signature of Legal Representative _____