

ANNEX 5 TO THE INVITATION TO TENDER

CALL FOR TENDERS PO/2011-33/DUB

CHECKLISTS OF DOCUMENTS TO BE SUPPLIED WITH REFERENCE TO THE SELECTION CRITERIA

Unless otherwise specified, each box of the column headed 'Reference to enclosed documents' must be filled in with the number of the relevant document and the page of the tender where the required document can be found.

THIS FORM MUST BE FILLED IN BY THE TENDERER, ACCORDING TO THE DETAILED INSTRUCTIONS TO BE FOUND UNDER POINT 16 OF THE TENDER SPECIFICATIONS.

PART A

A) PROFESSIONAL CAPACITY

For natural and legal persons:

		Reference to enclosed documents
A.1	Name or business name of the tenderer	<i>Provide the requested information here (for this heading only)</i>
A.2	Official address of the tenderer, telephone, fax and e-mail	See document No ... on page ... of the tender submitted
A.3	Normal administrative address (if different from official address)	See document No ... on page ... of the tender submitted
A.4	Contact person for the purpose of this call for tenders: Surname First name Position (Manager etc.) Telephone Fax E-mail address Address	<i>Provide the requested information here (for this heading only)</i>
A.5	<u>Identification of subcontractors</u> Name or business name Address Telephone Fax	See document No ... on page ... of the tender submitted

	Legal form Registration number Tasks of the subcontractor Share of the contract that will be subcontracted	
A.6	<u>For consortia:</u> - name of the company designated to represent the consortium - credentials of the person designated to sign the contract and/or to act as the point of contact with the Commission for the consortium, - details of the single bank account into which payments to the consortium will be made	See document No ... on page ... of the tender submitted
A.7	VAT registration number	See document No ... on page ... of the tender submitted
A.8	Bank account number Name and address of bank BIC/IBAN Code	See document No ... on page ... of the tender submitted
A.9	Certificate of commercial or professional registration in accordance with the legislation of the Member State in which the tenderer is established	See document No ... on page ... of the tender submitted

In addition, for legal persons:

		Reference to enclosed documents
A.10	Legal form	See document No ... on page ... of the tender submitted
A.11	Copy of the company's memorandum and articles of association	See document No ... on page ... of the tender submitted
A.12	Names and positions of managerial staff	See document No ... on page ... of the tender submitted

In addition, for tenders including no subcontracting:

		Reference to enclosed documents
A.13	A document stating that the tenderer does not intend to subcontract and that he/she will inform the Commission about any change in this situation. The Commission reserves the right to judge if such change would be acceptable.	See document No ... on page ... of the tender submitted

B) ECONOMIC AND FINANCIAL CAPACITY

		Reference to enclosed documents
A.14	<p>Financial and economic standing (for legal and natural persons):</p> <p>Evidence of the financial and economic standing has to be further provided by the following documents:</p> <ul style="list-style-type: none"> • Evidence of professional risk indemnity insurance • Balance sheets or extract from balance sheets for the last 2 years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established <p>Tables I and II in Annex 6 duly completed, signed and dated, with all relevant data extracted from the balance sheets. If indicators are unfavourable, a performance guarantee may be requested by the Commission. These tables must also be provided on CD/DVD.</p>	<p>See documents No ... on page ... of the tender submitted</p>

C) TECHNICAL CAPACITY

		Reference to enclosed documents
A.15	A statement of the average annual manpower and the number of managerial staff in the last three years;	See document No ... on page ... of the tender submitted
A.16	A detailed description of services provided in the past 3 years in the domain that is the subject of this call for tender including proofs of the tenderer's abilities to perform the tasks required – such proofs to include details of similar sized programmes conducted by the tenderer together with copies of written and signed references from the clients concerned	See document No ... on page ... of the tender submitted
A.17	A detailed description of the resources available to perform the contract: infrastructure, equipment, personnel, including CVs of the personnel responsible for implementation of the project. The personnel concerned should be fluent in English to mother-tongue standard and possess at least 2 years professional experience in the domains covered by this call for tender or a University qualification appropriate to the tasks to be performed.	See document No ... on page ... of the tender submitted

PART B**In addition, for joint offers:**

		Reference to enclosed documents
B.1	A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), and what legal form their cooperation will take, should they be awarded the contract and if this change is necessary for proper performance of the contract.	See document No ... on page ... of the tender submitted
B.2	- name of the company designated to represent the consortium - credentials of the person designated to sign the contract and/or to act as the point of contact with the Commission for the consortium, - details of the single bank account into which payments to the consortium will be made	See document No ... on page ... of the tender submitted
B.3	A letter signed by each member stating its commitment to execute the services in the tender, in a signed letter clearly indicating its role, qualifications and experience.	See documents No ... on page ... of the tender submitted
B.4	Financial and economic standing (for legal and natural persons): Evidence of the financial and economic standing has to be further provided by the following documents: <ul style="list-style-type: none">• Evidence of professional risk indemnity insurance• Balance sheets or extract from balance sheets for the last 2 years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established• Tables I and II in Annex 8 duly completed, signed and dated, with all relevant data extracted from the balance sheets. If indicators are unfavourable, a performance guarantee may be requested by the Commission. These tables must also be provided on CD/DVD.	See documents No ... on page ... of the tender submitted
B.5	Evidence of the technical and professional capacity (may be ascertained at the consortium level or at the level of each economic operator that is a member of this consortium)	See documents No ... on page ... of the tender submitted

PART C**In addition, for tenders including subcontracting:**

		Reference to enclosed documents
C.1	A document stating clearly the identity, roles, activities and responsibilities of each subcontractor, and specifying the proportion (in % of the value of the contract) of the tasks of each subcontractor	See document No ... on page ... of the tender submitted
C.2	A letter of intent by each subcontractor stating its unambiguous undertaking to collaborate with the tenderer if he wins the contract, and the extent of the resources that it will put at the tenderer's disposal for the performance of the contract.	See document No ... on page ... of the tender submitted
C.3	Description of the quality control measures the tenderer intends to apply on the tasks to be carried out by each subcontractor.	See document No ... on page ... of the tender submitted