**Enclosure 2 - Checklist for submitting an application attached to the Invitation to Apply**

**Procurement Procedure N° EMSA/NEG/1/2014 concerning**

**Service Contracts for Stand-by Oil Spill Recovery Vessel(s)**

| **Document** | **Check** |
| --- | --- |
| Application signed by authorised representative  *Ref. EMSA documentation: Invitation to Apply, point 3* | 🗆 |
| Application submitted by **18 February 2014** at the latest  *Ref. EMSA documentation: Invitation to Apply, points 2.b & 3* | 🗆 |
| Application inserted in 2 envelopes, one inside the other. Both envelopes must be sealed.  If self-sealed envelopes are used, each envelope must be closed by an adhesive tape with sender’s signature across  *Ref. EMSA documentation: Invitation to Apply, point 4* | 🗆 |
| Both envelopes labelled according requirements  *Ref. EMSA documentation: Invitation to Apply, point 4* | 🗆 |
| Electronic copy (PDF) of the application sent to [NEG12014@emsa.europa.eu](mailto:NEG12014@emsa.europa.eu) by **18 February 2014**  and/or  Included in the application in a CD or USB key  *Ref. EMSA documentation: Invitation to Apply, point 5* | 🗆 |
| Application must include a copy in English of the documents/information requested under point 10.6 General description of the proposed arrangement.  *Ref. EMSA documentation: Application Specifications, point 9* | 🗆 |
| Application structured in line with EMSA requirements – Parts A, B, C, D and E  *Ref. EMSA documentation: Application Specifications, point 9* | 🗆 |
| **PART A**  **1. Signed cover letter clearly indicating:**  For individual company:  - the company applying   * the person heading the project   For groupings:   * the companies forming the grouping (including roles, qualifications and experience of each company) * the company and person heading the project   *(Ref. EMSA documentation: Application Specifications, point 9)* | 🗆 |
| **PART A**  **2.** **Statement of Subcontracting/Joint Offer** (template - Enclosure 6 to the Invitation to Apply)  In case of Joint Offer or Subcontracting, please fill the document “Statement of Subcontracting/Joint Offer”  *Ref. EMSA documentation: Application Specifications, points 8 and 9* | 🗆 |
| **PART A**  **3. Original of the authorising document**  For individual company:  Original of the document authorising the person heading the project to submit an offer and, in case of award, to sign the contract on behalf of the company  For groupings:  Original of the document authorising the company and person heading the project to submit an offer and, in case of award, to sign the contract on behalf of the grouping  *Ref. EMSA documentation: Application Specifications, point 9* | 🗆 |
| **PART A**  **4.** **Legal Entity Form** (template - Enclosure 3 to Invitation to Apply)  Tenderers are exempt from submitting the Legal Entity Form requested and attachments if such a form has already been completed and sent either to EMSA or any EU Institution previously unless changes have occurred in the meantime.  **In case of grouping, each company must submit this document**  *Ref. EMSA documentation: Application Specifications, point 10.1* | 🗆 |
| Supporting documents:   * copies of company VAT number registration certificates and, if applicable * a copy of an Official Document (Official Gazette, Company Register, etc.) | 🗆  🗆 |
| **PART A**  **5. Financial Identification Form** (template - Enclosure 4 to Invitation to Apply)  This document filled and signed by the account holder and the bank (or accompanied by a recent bank statement.  *Ref. EMSA documentation: Application Specifications, point 9* | 🗆 |
| **PART B**  **6. Declaration on Honour** (template - Enclosure 5 to Invitation to Apply)  or  As evidences of absence of non-bankruptcy and absence of conviction for legal person:  Recent extract from the judicial record or a recent equivalent document issued by a judicial or administrative authority  and  As evidences of compliance with fiscal and social security obligations:  Recent certificates of the competent authority of the State where the company is established or if such certificate is not delivered, a sworn or solemn statement before a judicial or administrative authority or a notary or qualified professional body in the country where the company is established  **In case of grouping, each company must submit these documents**  *Ref. EMSA documentation: Application Specifications, point 10.3* | 🗆 |
| **PART C**  **7. Balance sheets or extracts from balance sheets for the last 3 financial years for which accounts have been closed**  **In case of grouping, each company must submit these documents**  *Ref. EMSA documentation: Application Specifications, point 10.4* | 🗆 |
| **PART C**  **8. Statement of overall turnover and profit & loss account during the last 3 financial years**  Or for semi-public or non-profit organisations  **Annual budget of the last year**  **In case of grouping, each company must submit these documents**  *Ref. EMSA documentation: Application Specifications, point 10.4* | 🗆 |
| **PART D**  **9. Valid Document of Compliance (DOC) for the International Safety Management (ISM) Code, including the related latest external audit report to the company.**  *Ref. EMSA documentation: Application Specifications, point 10.5 (1)* | 🗆 |
| **PART D**  **10. Overview of the company/consortium’s fleet PSC inspections**  and, where applicable,  **Detentions for the last three years under the Paris MoU.**  (If the fleet concerned does not have PSC records, the relevant Annual Flag Surveys reports must be submitted)  *Ref. EMSA documentation: Application Specifications, point 10.5 (2)* | 🗆 |
| **PART D**  **11. A list identifying work carried out during the last five years that is of relevance and/or analogous to the services to be provided, where applicable**  *Ref. EMSA documentation: Application Specifications, point 10.5 (3)* | 🗆 |
| **Part E**  **12. General description of proposed arrangement**  *Ref. EMSA documentation: Application Specifications, point 10.6* | 🗆 |
| **Part E**  **13. Identification and technical characteristics of vessel(s) proposed**  Main ship particulars, IMO N°, heating, pumping and storage capacity, speed, general arrangement plan of the vessel, etc.  *Ref. EMSA documentation: Application Specifications, point 10.6* | 🗆 |
| **Part E**  **14. Usual area of operation and economic activity**  A brief description of the usual commercial operations of the vessel, trade patterns, etc.  *Ref. EMSA documentation: Application Specifications, point 10.6* | 🗆 |
| **Part E**  **15. Proposed location for pollution response equipment stockpile(s)**  *Ref. EMSA documentation: Application Specifications, point 10.6* | 🗆 |
| **Part E**  **16. Draft mobilisation plan**  A brief procedure indicating the way in which the vessel would be made available to EMSA for pollution response when requested at short notice  *Ref. EMSA documentation: Application Specifications, point 10.6* | 🗆 |