**Enclosure 2 - Checklist for submitting a request**

**attached to the Invitation to Submit Request to participate in the Competitive Dialogue**

**Procurement Procedure N° EMSA/CDI/01/2014 concerning**

**Service Contract for Aerial Application of Dispersant service**

| **Document** | **Check** |
| --- | --- |
| Request signed by authorised representative  *Ref. EMSA documentation: Invitation to Submit Request, point 3* | 🗆 |
| Request submitted by **10 February 2014** at the latest  *Ref. EMSA documentation: Invitation to Submit Request, points 2 & 3* | 🗆 |
| Request submitted in paper: 1 original and 3 copies  *Ref. EMSA documentation: Invitation to Submit Request, point 3* | 🗆 |
| Request 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 Submit Request, point 4* | 🗆 |
| Both envelopes labelled according requirements  *Ref. EMSA documentation: Invitation to Submit Request, point 4* | 🗆 |
| Electronic copy (PDF) of the request sent to [CDI012014@emsa.europa.eu](mailto:CDI012014@emsa.europa.eu) by **10 February 2014**  and/or  Included in the request in a CD or USB key  *Ref. EMSA documentation: Invitation to Submit Request, point 5* | 🗆 |
| Request must include a copy in English of the documents/information requested under point 12.7 “General description of the proposed arrangement”.  *Ref. EMSA documentation: Description of needs and requirements, point 11* | 🗆 |
| Request structured in line with EMSA requirements – Parts A, B, C, D and E  *Ref. EMSA documentation: Description of needs and requirements, point 11* | 🗆 |
| **PART A**  **1. Signed cover letter clearly indicating:**  For individual entities:   * the name of the entity submitting the request * the person heading the project   For groupings:   * the entities forming the grouping (including roles, qualifications and experience of each one) * the entity and person heading the project   *Ref. EMSA documentation: Description of needs and requirements, point 9* | 🗆 |
| **PART A**  **2.** **Statement of Subcontracting/Joint Offer** (template - Enclosure 2 to the Invitation to Submit Request)  In case of Joint Offer or Subcontracting, please complete the document “Statement of Subcontracting/Joint Offer”  *Ref. EMSA documentation: Description of needs and requirements, point 9* | 🗆 |
| **PART A**  **3. A copy of the authorising document**  For individual company:  Original of the document authorising the person heading the project to submit a request 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 a request and, in case of award, to sign the contract on behalf of the grouping  *Ref. EMSA documentation: Description of needs and requirements, point 11* | 🗆 |
| **PART A**  **4.** **Legal Entity Form** (template - Enclosure 4 to the Invitation to Submit Request)  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: Description of needs and requirements, points 11 & 12.1* | 🗆 |
| 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 5 to the Invitation to Submit Request)  This document filled and signed by the account holder and the bank (or accompanied by a recent bank statement.  *Ref. EMSA documentation: Description of needs ans requirements, point 11* | 🗆 |
| **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: Description of needs and requirements, point 12.2 & 12.3* | 🗆 |
| **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: Description of needs and requirements, point 12.4* | 🗆 |
| **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: Description of needs and requirements, point 12.4* | 🗆 |
| **PART D**  List of up to three major contracts performed in the last 3 years, to prove the experience in the field.  For candidates from the private sector, a valid certificate of professional or commercial registration with geographical scope.  *Ref. EMSA documentation: Description of needs and requirements, point 12.5* | 🗆 |
| **PART D**  Description of the potential airplane(s) addressing the point under 12.6 (Technical and professional capacity applicable to the airplane).  *Ref. EMSA documentation: Description of needs and requirements, point 12.6* |  |
| **Part E**  **General description of proposed arrangement**  *Ref. EMSA documentation: Description of needs and requirements, point 12.7* | 🗆 |