

ENCLOSURE A.4 - APPLICANT'S CHECKLIST

Enclosed to Procurement Procedure No. EMSA/CPNEG/38/2016 – Service Contract for Equipment Assistance Service (EAS) – Southern Europe

Competitive procedure with negotiation

Phase I - Invitation to Apply

Document	Check
Application submitted by 19 January 2017 at the latest <i>Ref. EMSA documentation: Invitation to Apply, point 3</i>	<input type="checkbox"/>
Application submitted in 4 hard copies: 1 original + 3 copies AND Electronic copy of the application in a CD or USB key <i>Ref. EMSA documentation: Invitation to Apply, point 3</i>	<input type="checkbox"/>
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 <i>Ref. EMSA documentation: Invitation to Apply, point 4</i>	<input type="checkbox"/>
Both envelopes labelled according requirements <i>Ref. EMSA documentation: Invitation to Apply, point 4</i>	<input type="checkbox"/>
Application must include a copy in English of the documents/information related to Technical and professional capacity (Selection criteria) and General description of the proposed arrangement. <i>Ref. EMSA documentation: Application Specifications, points 9.5 and 10</i>	<input type="checkbox"/>
Application structured in line with EMSA requirements – Parts A, B, C, D and E <i>Ref. EMSA documentation: Application Specifications, point 8</i>	<input type="checkbox"/>
<u>PART A</u> 1. Signed cover letter clearly indicating: <u>For individual applicant:</u> - the company applying - the person heading the project - the person authorised to sign the contract, if awarded <u>For groupings:</u> - the companies forming the grouping (including roles, qualifications and experience of each company)	<input type="checkbox"/>

Document	Check
<p>- the company and person heading the project</p> <p>- the person authorised to sign the contract, if awarded</p> <p><i>Ref. EMSA documentation: Application Specifications, point 8</i></p>	
<p><u>PART A</u></p> <p>2. Statement of Subcontracting/Joint Offer (template - Enclosure A.2 to the Invitation to Apply)</p> <p>In case of Joint Offer or Subcontracting, please fill in the document “Statement of Subcontracting/Joint Offer”</p> <p><i>Ref. EMSA documentation: Application Specifications, points 6 and 7</i></p>	<input type="checkbox"/>
<p><u>PART A</u></p> <p>3. Legal Entity Form</p> <p>Applicants 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.</p> <p>In case of grouping, each company must submit this document.</p> <p><i>Ref. EMSA documentation: Application Specifications, point 9.1</i></p>	<input type="checkbox"/>
<p>Supporting documents:</p> <ul style="list-style-type: none"> - copy of company VAT registration document and, if the VAT number does not appear on the Official Document referred to the point below - copy of the company registration official document (Official Gazette, Company Register, etc.) 	<input type="checkbox"/> <input type="checkbox"/>
<p><u>PART A</u></p> <p>4. Financial Identification Form for the Applicant/Company leading in a joint offer and submitting the Application</p> <p>This document filled and signed by the account holder and the bank (or accompanied by a recent bank statement).</p> <p><i>Ref. EMSA documentation: Application Specifications, point 8</i></p>	<input type="checkbox"/>
<p><u>PART B</u></p> <p>5. Declaration of Honour (template - Enclosure A.3 to Invitation to Apply)</p> <p>Each candidate, each subcontractor essential to fulfil the selection criteria, and each company part of the Consortium should provide it in this Application phase.</p> <p><i>Ref. EMSA documentation: Application Specifications, point 9.3</i></p>	<input type="checkbox"/>

Document	Check
<p><u>PART C:</u></p> <p>6. The balance sheets or extracts from balance sheets for the last three financial years for which accounts have been closed;</p> <p>7. Statement of overall turnover and profit & loss account during the last three financial years, and, where appropriate, turnover relating to the relevant services for the last three financial years available;</p> <p style="padding-left: 20px;">or for semi-public or non-profit organisations, the annual budget of the last year.</p> <p>For this purpose each candidate, each subcontractor essential to fulfil the Economic and Financial capacity selection criteria, and each company part of the Consortium should provide them in this Application phase.</p> <p><i>Ref. EMSA documentation: Application Specifications, point 9.4</i></p>	<input type="checkbox"/>
<p><u>PART D:</u></p> <p>8. List identifying works carried out during the last five years in at least one of the following fields:</p> <ol style="list-style-type: none"> a) Storage and handling of Oil Spill Response equipment or heavy machinery; b) Maintenance of Oil Spill Response equipment or heavy machinery; c) Transport and logistics of Oil Spill Response equipment or heavy machinery. <p><i>Ref. EMSA documentation: Application Specifications, point 9.5</i></p>	<input type="checkbox"/>
<p><u>Part E:</u></p> <p>9. General description of proposed arrangement (for information purposes only) including the following:</p> <ul style="list-style-type: none"> • General description of the proposed EAS arrangement including at least stockpile location, main dimensions, pictures and warehouse drawings and outdoor storage layout if available; • Draft mobilisation plan: a brief description of the logistics proposed for equipment handling and transportation and the procedure by which the equipment would be made available for pollution response when requested at short notice. <p><i>Ref. EMSA documentation: Application Specifications, point 10</i></p>	<input type="checkbox"/>

Date:

Signature:

Name, title

(Authorised representative)