ENCLOSURE R.3 - CANDIDATE’S CHECKLIST

Enclosed to Procurement Procedure No. EMSA/CPNEG/2/2018 – Service Contract for Equipment Assistance Service (EAS) Northern Baltic Sea

Competitive procedure with negotiation

Phase I - Invitation to submit a request to participate

| Document | Check |
| --- | --- |
| Request to participate submitted by 30 April 2018 at the latest  *Ref. EMSA documentation: Invitation to submit a request to participate* | 🗆 |
| One original paper request  AND  One electronic version of the request in a CD, DVD or USB key  *Ref. EMSA documentation: Invitation to submit a request to participate point 3* | 🗆 |
| Request inserted in two 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 a request to participate point 4* | 🗆 |
| Both envelopes labelled according requirements  *Ref. EMSA documentation: Invitation to submit a request to participate point 4* | 🗆 |
| Application structured in line with EMSA requirements – Parts A, B, C, D and E  *Ref. EMSA documentation: Request Specifications point 9* | 🗆 |
| PART A  1. Signed cover letter clearly indicating:  For individual candidate:  - the company submitting the request   * the person heading the project * the person authorised to sign the contract, if awarded   For joint offer/groupings:   * the companies forming the grouping (including roles, qualifications and experience of each company) * the company and person heading the project * the person authorised to sign the contract, if awarded   *Ref. EMSA documentation: Request Specifications point 9* | 🗆 |
| PART A  2. Statement of Subcontracting/Joint Offer (template - Enclosure R.2)  In case of Joint Offer or Subcontracting, please fill in the document “Statement of Subcontracting/Joint Offer”  *Ref. EMSA documentation: Request Specifications points 7, 8 and 9* | 🗆 |
| PART A  3. Legal Entity Form available under the procurement section of the EMSA website ([www.emsa.europa.eu](http://www.emsa.europa.eu)).  Candidates are exempt from submitting the Legal Entity Form 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: Request Specifications, point 9* | 🗆 |
| Legal Entity Form supporting documents:   * 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.) | 🗆  🗆 |
| PART A  4. Financial Identification Form for the candidate/Company leading in a joint offer and submitting the request  This document filled in and signed by the account holder as well as stamped and signed by the bank (or accompanied by a recent bank statement).  Candidates are exempt from submitting the Financial Identification Form if such a form has already previously been completed and sent either to EMSA or any EU Institution. In this case the candidate should simply indicate on the cover letter the bank account number to be used for any payment in case of award.  *Ref. EMSA documentation: Request Specifications point 9* | 🗆 |
| PART B  5. Declaration of Honour (DoH) (available on the Procurement Section of EMSA’s website (www.emsa.europa.eu)), filled in, signed and submitted together with the request to participate.  Each candidate, each subcontractor help fulfil the selection criteria and each company part of the grouping in case of joint offer should provide it.  *Ref. EMSA documentation: Request Specifications point 10.5* | 🗆 |
| PART C:   1. Financial statements or their extracts for the last three years for which accounts have been closed; 2. Statements of the overall turnover and, where appropriate, turnover relating to the relevant services for the last three financial years available;   For each candidate and each company part of the grouping in case of joint offer.  *Ref. EMSA documentation: Request Specifications, point 10.3* | 🗆 |
| PART D:   1. List identifying works carried out during the last five years in at least two of the following fields: 2. Storage and handling of Oil Spill Response equipment or heavy machinery; 3. Maintenance of Oil Spill Response equipment or heavy machinery; 4. Transport and logistics of Oil Spill Response equipment or heavy machinery.   *Ref. EMSA documentation: Request Specifications, point 10.4* | 🗆 |
| Part E:   1. General description of proposed arrangement(for information purposes only)including the following:  * General description of the proposed EAS arrangement including at least stockpile location, main dimensions, pictures and warehouse drawings and outdoor storage layout; * 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.   *Ref. EMSA documentation: Request Specifications point 11* | 🗆 |

Date:

Signature:

Name, title

(Authorised representative)