

## **ENCLOSURE R.3 - CANDIDATE'S CHECKLIST**

**Enclosed to Procurement Procedure No. EMSA/CPNEG/2/2019 – Service Contract for Equipment Assistance Service (EAS)**

**Competitive procedure with negotiation**

**Phase I - Invitation to submit a request to participate**

Document	Check
Request to participate submitted by <b>23 May 2019</b> at the latest <i>Ref. EMSA documentation: Invitation to submit a request to participate</i>	<input type="checkbox"/>
One original paper request AND One electronic version of the request in a CD, DVD or USB key <i>Ref. EMSA documentation: Invitation to submit a request to participate point 3</i>	<input type="checkbox"/>
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 <i>Ref. EMSA documentation: Invitation to submit a request to participate point 4</i>	<input type="checkbox"/>
Both envelopes labelled according requirements <i>Ref. EMSA documentation: Invitation to submit a request to participate point 4</i>	<input type="checkbox"/>
Request structured in line with EMSA requirements – Parts A, B, C, D and E <i>Ref. EMSA documentation: Request Specifications point 9</i>	<input type="checkbox"/>
<b><u>PART A</u></b> 1. <b>Signed cover letter</b> clearly indicating: <u>For individual candidate:</u> <ul style="list-style-type: none"> <li>- the company submitting the request</li> <li>- the person heading the project</li> <li>- the person authorised to sign the contract, if awarded</li> </ul> <u>For joint offer/groupings:</u> <ul style="list-style-type: none"> <li>- the companies forming the grouping (including roles, qualifications and experience of each company)</li> <li>- the company and person heading the project</li> <li>- the person authorised to sign the contract, if awarded</li> </ul> <i>Ref. EMSA documentation: Request Specifications point 9</i>	<input type="checkbox"/>

Document	Check
<p><b>PART A</b></p> <p><b>2. Statement of Subcontracting/Joint Offer</b> (template - Enclosure R.2)</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: Request Specifications points 7, 8 and 9</i></p>	<input type="checkbox"/>
<p><b>PART A</b></p> <p><b>3. Legal Entity Form</b> available under the procurement section of the EMSA website (<a href="http://www.emsa.europa.eu">www.emsa.europa.eu</a>).</p> <p>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.</p> <p>In case of grouping, each company must submit this document.</p> <p><i>Ref. EMSA documentation: Request Specifications, point 9 and 10.1</i></p>	<input type="checkbox"/>
<p>Legal Entity Form supporting documents:</p> <ul style="list-style-type: none"> <li>- copy of company VAT registration document and, if the VAT number does not appear on the Official Document referred to the point below</li> <li>- copy of the company registration official document (Official Gazette, Company Register, etc.)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<p><b>PART A</b></p> <p><b>4. Financial Identification Form</b> for the candidate/Company leading in a joint offer.</p> <p>This document is available under the procurement section of the EMSA website (<a href="http://www.emsa.europa.eu">www.emsa.europa.eu</a>).</p> <p>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).</p> <p>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.</p> <p><i>Ref. EMSA documentation: Request Specifications point 9</i></p>	<input type="checkbox"/>
<p><b>PART B</b></p> <p><b>5. Declaration of Honour (DoH)</b> (available on the Procurement Section of EMSA's website (<a href="http://www.emsa.europa.eu">www.emsa.europa.eu</a>)), filled in, signed and submitted together with the request to participate.</p> <p>Each candidate, each subcontractor which helps to fulfil the selection criteria and each company part of the grouping in case of joint offer shall provide it.</p> <p><i>Ref. EMSA documentation: Request Specifications points 9, 10.2 and 10.5</i></p>	<input type="checkbox"/>

Document	Check
<p><b><u>PART C:</u></b></p> <p>6. Financial statements or their extracts for the last three years for which accounts have been closed;  7. Statements of the overall turnover and, where appropriate, turnover relating to the relevant services for the last three financial years available;</p> <p>For each candidate and each company part of the grouping in case of joint offer.</p> <p><i>Ref. EMSA documentation: Request Specifications, points 9 and 10.3</i></p>	<input type="checkbox"/>
<p><b><u>PART D:</u></b></p> <p>8. List identifying the provision of services for a minimum of three years in the past five years in at least two of the following fields:</p> <ul style="list-style-type: none"> <li>• Storage and handling of Oil Spill Response equipment or heavy machinery;</li> <li>• Maintenance of Oil Spill Response equipment or heavy machinery;</li> <li>• Transport and logistics of Oil Spill Response equipment or heavy machinery.</li> </ul> <p>9. The Curriculum Vitae of the two staff members proposed for compliance with the selection criteria for technical and professional capacity.</p> <p>10. For the two staff members proposed for compliance with the selection criteria for technical and professional capacity: written evidence of the relevant hands-on experience on deployment and use of pollution response equipment, or participation to sea trials/tests, operational drills/exercises and other operational activities, clearly demonstrating the work performed.</p> <p>11. Filled in, dated and signed Language Passport (Enclosure R.3) for the two staff members proposed for compliance with the selection criteria for technical and professional capacity.</p> <p><i>Ref. EMSA documentation: Request Specifications, points 9 and 10.4</i></p>	<input type="checkbox"/>
<p><b><u>Part E:</u></b></p> <p>12. General description of proposed arrangement (for information purposes only) including the following:</p> <ul style="list-style-type: none"> <li>• General description of the proposed EAS arrangement including at least stockpile location, main dimensions, pictures and warehouse drawings and storage layout;</li> <li>• 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.</li> </ul> <p><i>Ref. EMSA documentation: Request Specifications points 9 and 11</i></p>	<input type="checkbox"/>

Date:

Signature:

Name, title

(Authorised representative)