

Annex 1. Checklist – Documentation to provide



Schola Europaea

OPEN CALL FOR TENDERS No BSGEE 2021-021

SCHOOL TRIPS FOR THE EUROPEAN SCHOOLS

ANNEX 1: CHECKLIST – DOCUMENTATION TO BE PROVIDED

The documents and information listed in the tables below **MUST** be submitted.

In each checklist, every box in the column entitled ‘Reference to the documents attached’ must be completed using the number of the relevant document and of the page of the tender on which the required document is to be found, unless otherwise specified.

I. IDENTIFICATION OF THE TENDERER, JOINT TENDERS AND SUBCONTRACTING

		Reference to the documents attached
1.	‘Legal identity’ identification form (where applicable, for all the members of the grouping) (see Annex 1.1 to this document)	See document No ... on page... of the tender submitted
2.	‘Bank account’ identification form (where applicable, for all the members of the grouping) (see Annex 6 to the specifications)	See document No ... on page... of the tender submitted

3.	Where applicable: Questionnaire concerning joint tenders (accompanied by Agreement/Power of Attorney) (see Annex 1.2 to this document)	See document No ... on page... of the tender submitted
4.	Where applicable: Questionnaire concerning subcontracting (where applicable, for each of the subcontractors, accompanied by declaration of intent or an existing agreement) (see Annex 1.3 to this document) In the case of subcontracting, the tenderer must indicate the name, the contact details, the legal form and the legal status of the subcontracting company/companies. Those parts of the contract that are subcontracted will remain under the contractor's responsibility.	See document No ... on page... of the tender submitted
5.	Where applicable: Questionnaire for tenderer intending to rely on another entity to meet the minimum levels of economic and financial capacity (see Annex 1.4 to this document)	See document No ... on page... of the tender submitted

II. EXCLUSION CRITERIA

		Reference to the documents attached
6.	Declaration on honour on exclusion criteria and on selection criteria , duly completed and signed (where applicable, for all the members of the grouping) (see Annex 2 to the specifications)	See document No ... on page... of the tender submitted
7.	A recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.	See document No ... on page... of the tender submitted
8.	Recent certificates issued by the competent authorities of the State concerned are required. Failing that: Documents providing evidence of the payment of all taxes, charges and social security contributions for which the person is liable, including VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.	See document No ... on page... of the tender submitted

III. SELECTION CRITERIA

		Reference to the documents attached
9.	Declaration on honour on exclusion criteria and on selection criteria , duly completed and signed (where applicable, for all the members of the grouping) (see Annex 2 to the specifications)	See document No ... on page... of the tender submitted

a) Legal and regulatory capacity

		Reference to the documents attached
10.	Copy of registration in a professional register or a trade register or any other official document mentioning a registration number.	See document No ... on page... of the tender submitted
11.	Copy of legal status or, failing that, an equivalent document recently issued by a competent judicial or administrative authority.	See document No ... on page... of the tender submitted
12.	For legal persons, a legible copy of the instrument of appointment of the persons authorised to represent the candidate in relations with third parties and in legal action, or a copy of the publication of that instrument of appointment if the legislation applicable to the legal entity concerned requires such a publication; any delegation of this authorisation to another representative not mentioned in the official instrument of appointment must be certified.	See document No ... on page... of the tender submitted

b) Economic and financial capacity

		Reference to the documents attached
13.	Evidence requested for criteria 1: Declaration on total turnover and the turnover corresponding to the services to which the contract refers for each of the last five financial years.	See document No ... on page... of the tender submitted
14.	Evidence requested for criteria 2: Copy of the financial statements for each of the last three financial years (individual documents for each member of the grouping if it is the case) for each of the last three financial years ended, showing a positive average pre-tax profit. If, for a justified reason, the tenderer is unable to provide them, it will need to attach a declaration on the annual pre-tax results for the last three years. Where the profit and loss accounts show a negative average result over the last three years, the tenderer is required to provide any other document proving its economic and financial capacity, such as adequate collateral from a third party (for example, the parent company or a bank), declarations by the auditor or equivalent).]	See document No ... on page... of the tender submitted

c) Technical and professional capacity

		Reference to the documents attached
15.	Evidence requested for criteria 1: A list of contracts (in the last three financial years) meeting the minimum capacity level, including the identity of three clients and their contact details. The OSGES reserves the right to contact previous clients in order to be able best to evaluate the tenderer's capacity to provide services similar to the ones delivered for those clients.	See document No ... on page... of the tender submitted
16.	Evidence requested for criteria 2 : The CVs of the members of the team of people who will be made available to the OSGES to perform successfully the tasks described in the technical specifications.	See document No ... on page... of the tender submitted

	For each profile, the tenderer must provide a CV in Europass format . The details of the CVs will need to meet the minimum capacity level demanded in the specifications.	
17.	<p>Evidence requested for criteria 2 : Declaration on the average annual manpower employed by the economic operator in each of the last three financial years for which financial statements have been submitted:</p> <p>- in the fields related to Travel agency services as described under annex 5.</p>	<p>See document No ...</p> <p>on page...</p> <p>of the tender submitted</p>

IV. THE TENDER'S CONFORMITY WITH THE MINIMUM TECHNICAL SPECIFICATIONS

		Reference to the documents attached
18.	Annex 3 – Document to be completed and signed	<p>See document No ...</p> <p>on page...</p> <p>of the tender submitted</p>

V. AWARD CRITERIA

a) Quality of the tender

		Reference to the documents attached
19.	Scenario (annex 7) – Document to be completed and signed	See document No ... on page... of the tender submitted

b) Price of the tender

		Reference to the documents attached
20.	Financial form – Table to be completed and signed (see Annex 4 of the specifications)]	See document No ... on page... of the tender submitted

SIGNATURE AND DATE

I/We hereby certify that the information provided in the tender is accurate and complete on the date indicated below.

I/We understand that providing false information might lead to the tenderer's exclusion.

I/We hereby undertake to inform the Contracting Authority without delay of any point that would change or complete any information contained in the tender submitted in response to this contract notice.

Signature: _____

Name: _____

Date: _____