

**Schola europaea**

**Ecole Européenne de Bruxelles II**

**WOLUWE**

**OPEN TENDER N° EEB2 2021-66**

**connected electronic school lockers**

**ANNEX 1: CHECKLIST – DOCUMENTS TO BE PROVIDED**

**The documents and information requested *MUST* be submitted.**

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

**Contact of the tenderer:**

*[Company name]*

*[Name of the Authorized representative]*

*[Country of registration]*

*[Official address]*

**1 - IDENTIFICATION OF THE TENDERER, JOINT TENDERS AND SUBCONTRACTING**

|  |  |  |
| --- | --- | --- |
|  |  | Reference to the documents attached |
|  | **‘Legal identity’ identification form** (where applicable, for all the members of the grouping)  (see Annex 1.1 of this document) | See document No ...  on page...  of the tender submitted |
|  | **‘Bank account’ identification form** (where applicable, for all the members of the grouping) | To be sent on request |
|  | **Where applicable: Questionnaire concerning joint tenders** (accompanied by Agreement/Power of Attorney)  (see Annex 1.2 of this document) | See document No ...  on page...  of the tender submitted |
|  | **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 of 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 |
|  | **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 of this document) | See document No ...  on page...  of the tender submitted |

**2 - EXCLUSION CRITERIA**

|  |  |  |
| --- | --- | --- |
|  |  | Reference to the documents attached |
|  | **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**) | See document No ...  on page...  of the tender submitted |
|  | **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. | Upon request from the contracting authority |
|  | **Recent certificates issued** by the competent authorities of the State concerned attesting that the tenderer has fulfilled its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law 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. | Upon request from the contracting authority |

**3 - SELECTION** **CRITERIA**

|  |  | Reference to the documents attached |
| --- | --- | --- |
|  | **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**) | See document No ...  on page...  of the tender submitted |

**a) Economic and financial capacity**

|  |  | Reference to the documents attached |
| --- | --- | --- |
|  | **Criteria F1: Declaration on total turnover and the turnover** corresponding to the services to which the contract refers. | Upon request from the contracting authority |

**b) Technical and professional capacity**

|  |  |  |
| --- | --- | --- |
|  |  | Reference to the documents attached |
|  | **Criteria T1: A list of contracts** 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. | Upon request from the contracting authority |

**4- THE TENDER’S CONFORMITY WITH THE MINIMUM TECHNICAL SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
|  |  | Reference to the documents attached |
|  | By submitting a tender, the tenderer commits to perform the contract in full compliance with the terms and conditions of the procurement documents for this call for tender.  For certifying this and be eligible for further evaluation, please fill in the **Annex 3**, named ‘’Technical tender form’. Tenderers must attach this form to their tender together with their **Technical offer**, duly dated and signed by the tenderer's legal representative. | See document No ...  on page...  of the tender submitted |

1. **- AWARD CRITERIA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  | | Reference to the documents attached | |
|  | | Please fill in and sign the **Annex 4** – Financial offer | | See document No ...  on page...  of the tender submitted | |

1. **– OTHER DOCUMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  | | Reference to the documents attached | |
|  | | Please fill in and sign the **Annex 5** – Financial Identification Form | | See document No ...  on page...  of the tender submitted | |

|  |  |
| --- | --- |
| **SIGNATURE AND DATE** | |
| We hereby certify that the information provided in the tender is accurate and complete on the date indicated below.  We understand that providing false information might lead to the tenderer’s exclusion.  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:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**TENDERER’S IDENTIFICATION FORM   
(Annex 1.1)**

*This duly completed form should be submitted by the tenderer and, where applicable, by all the members of a group of tenderers. In the case of grouping, information about the person authorised to sign the contract and the contact person need only be given for the group leader.*

Identification of the tenderer, acting as:

* Single tenderer
* Member of the group: please state whether agent (leader) or principal:



|  |  |
| --- | --- |
| **Identity** | **Answer** |
| Tenderer’s full official designation: |  |
| Official legal form: |  |
| Country of registration: |  |
| Address of tenderer’s registered office: |  |
| Legal registration number: |  |
| VAT registration number: |  |
| Person(s) authorised to **sign the contract** (surname, first name and function): *Please state whether this person or these persons are authorised to sign alone or together.* |  |
| Designated contact person(s) for this call for tenders (surname, first name and function, telephone number, fax number, address and email address).  (In the case of grouping, to be given for the leader only). |  |

**QUESTIONNAIRE CONCERNING JOINT TENDERS**

**(Annex 1.2)**

*To be completed in the case of a joint tender submitted by a group of tenderers.*

1. Please give the name of the lead company of the group of tenderers (leader):



2. Please give the names of the principals (the other companies) that are participating in the tender jointly and severally:



NB: These companies must provide the identification form (see above), the declaration on honour on the exclusion criteria and, where applicable, the documents required for evaluation of economic and financial capacity and/or technical capacity.

3. If a group or a similar entity has already been formed, please give its name and legal status and provide any other information and any other document that is relevant in this context:



4. Please provide an Agreement/Power of attorney, drawn up in accordance with the power of attorney template appearing below, signed by the legal representatives of all the partners in the tender submitted jointly and severally, which in particular:

* recognises the joint and several liability of all the partners in the joint tender for the performance of the contract;
* gives power of attorney to one of the partners in the joint tender (leader) to represent the other parties for the purposes of the signature and administration of the contract.

**Agreement/Power of Attorney - Template**

***(designating one of the companies as leader and appointing it agent/authorised representative)***

The undersigned,

– Signatory 1 *(name, function, company, registered office, VAT number)*

– Signatory 2 *(name, function, company, registered office, VAT number)*

– …..

– Signatory No  *(name, function, company, registered office, VAT number)*

Each having the legal capacity required to act on behalf of his/her company,

**HAVE AGREED AS FOLLOWS:**

1) As co-signatories to the Contract, all the members of the group:

* will be jointly and severally liable to the European Schools and the OSGES for performance of the contract;
* will abide by the terms and conditions of the Contract and will ensure that the supplies and/or services are properly provided on their respective parts.

3) For this purpose, the member of the group hereby designates the company X as leader.  
*[NB: The leader must be one of the members of the group).*

4) The payments made by the European Schools and the OSGES for the services performed will be transferred into the leader’s bank account.   
*[Please give the name and address of the bank, the account number, etc.]*

5) The members of the group hereby grant to the leader all necessary powers to act on their behalf with regard to the services in question. This mandate includes in particular the following tasks:

* The leader will sign all contractual documents – including the framework contract, the specific contracts and any amendments thereto – and will issue all invoices on behalf of the members of the group.
* The leader will be the single point of contact of the European Schools and of the OSGES with respect to the associated services to be delivered under the Contract. It will coordinate performance of the services provided by the members of the group for the European Schools and the OSGES and will ensure proper performance of the Contract.

Any amendment of this agreement/power of attorney will be subject to the express agreement of the European Schools and of the OSGES.

This agreement/power of attorney will expire when all the contractual obligations of the members of the group to the European Schools and the OSGES related to the services to be delivered under the Contract have ceased to exist. Its termination before that date will be possible only with the agreement of the European Schools and of the OSGES.

Signed at ………………………………, on ….. …………

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Function |  | Function |  |
| Company |  | Company |  |
|  |  |  |  |
| Name |  | Name |  |
| Function |  | Function |  |
| Company |  | Company |  |

**QUESTIONNAIRE CONCERNING SUBCONTRACTING**

**(Annex 1.3)**

1. Does your tender provide for the use of subcontractors? Yes  No 

***If so, please complete the following points:***

2. The share of the contract that you intend to subcontract:



3. List of subcontractors:



4. Justification for subcontracting and role, activities and responsibilities of subcontractors:

***Please complete the following form for each of the subcontractors, including with it a declaration of intent from the subcontractor or an existing agreement (see Article II.5 of the specifications)***

**Justification for subcontracting and role, activities and responsibilities of subcontractors**

Subcontractor’s name:



Official legal form:



Country of registration:



Legal registration number:



Full official address:



Contact person:



Telephone number:



Justification for subcontracting:



Subcontractor’s role, activities and responsibilities:



Volume or proportion of subcontracting:



NB: The subcontracted part of the contract remains under the tenderer’s responsibility.

The European Schools and the OSGES reserve the right to check the legal situation, the economic and financial capacity and the technical capacity of any subcontractors, either before the contract is signed if the subcontractors are indicated in the tender, or following an application for permission to use the services of subcontractors during the contract period. In the event of failure to submit such documents, use of the services of subcontractors will not be permitted.

Date, stamp and signature of the tenderer:

**Commitment letter by an entity on whose capacities is being relied**

**(Annex 1.4)**

[Letterhead, if any]

EUROPEAN SCHOOL OF [insert name]

Call for tenders Ref. [reference number]

Attn:

*[Insert date]*

Commitment letter by an entity on whose capacity is being relied

I, the undersigned,

Name:

Function:

Company:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of the company *[insert name of the entity]* hereby confirm that our company authorises the *[insert name of the tenderer]* to rely on its financial and economic capacity in order to meet the minimum levels required for the Call for Tenders [insert reference number] – [insert title of procedure] Lot [insert lot number].

In the event that the tender of the aforementioned tenderer is successful, ***[insert name of the entity]*** commits itself to make available the resources necessary for performance of the contract. It further declares that it is not subject to conflicting interests which may negatively affect the contract performance, and that it accepts the general conditions attached to the Tender Specifications for the above call for tender, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature: