

EACEA 2008/06 - *Study on the mapping and evaluation of existing platforms (websites) within the cultural sector aimed at stimulating debate and cross border exchange of matters concerning European culture*

QUESTIONNAIRE AND CHECK LIST

1 Tendering party identification details form

	Short answer or reference
1.1. Name of tendering party	
1.2. Legal form of tendering party	
1.3. Date of registration	
1.4. Country of registration	
1.5. Registration number	
1.6. VAT number	
1.7. Financial details:	
(a) Bank account number (IBAN)	(a)
(b) Currency	(b) EURO
(c) Bank	(c)
(d) Bank address	(d)
1.8. Head office of tendering party	
1.9. Business address of tendering party	
1.10. Tendering party's authorised representative:	
(a) Name	(a)
(b) First name	(b)
(c) Title (e.g. Dr, Mr, Mrs, Ms)	(c)
(d) Position (e.g. director)	(d)
(e) Telephone number	(e)
(f) Mailing address	(f)
1.11 Is this person authorised to be the sole signatory of contracts on behalf of the tendering party?	Yes/No
If "No":	
(a) Please provide the information requested in question 1.10 above for the other signatories required.	(a)
(b) Please give the names of all the other required co-signatories for contracts concluded on behalf of the tendering party.	(b)

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1.12 Contact person for this call for tenders:

- | | |
|----------------------------------|-----|
| (a) Name | (a) |
| (b) First name | (b) |
| (c) Title (e.g. Dr, Mr, Mrs, Ms) | (c) |
| (d) Position (e.g. director) | (d) |
| (e) Telephone number | (e) |
| (f) Fax number | (f) |
| (g) E-mail address | (g) |
| (h) Mailing address | (h) |

2 Exclusion/selection of tenderers

2.1 Exclusion criteria

	Short answer or reference
2.1.1 Have you enclosed with your tender the declaration referring to the exclusion criteria?	Yes/No
2.1.2 Are you submitting a joint tender?	Yes/No
2.1.3 If you answered “Yes” to point 2.1.2 above:	
(a) have all the partners to the joint tender each enclosed the document referred to in 2.1.1 above?	(a)
(b) state the names of all the partners involved in the joint tender.	(b)
2.1.4 Does your tender make provision for the use of subcontractors?	Yes/No
2.1.5 If you answered “Yes” to point 2.1.4 above:	
(a) give the name of each proposed subcontractor;	(a)
(b) state which services you intend to subcontract to each of the proposed subcontractors (% of	(b)

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subcontracting).

Short answer or reference

2.2 Professional capacities

Have you (or, in the case of a joint tender, have all the partners) supplied all the information required regarding:

- (a) company name?
- (b) date of foundation of the company?
- (c) copy of articles of association?
- (d) entry in the Register of Companies?
- (e) VAT number?
- (f) company's activities?
- (g) composition of the Board of Directors?
- (h) certificate dated less than 90 days previously, issued by the competent authority of your country, showing that your situation regarding tax and social security obligations is in order?

Short answer or reference

Yes/No
(a)
(b)
(c)
(d)
(e)
(f)
(g)
(h)

2.3 Economic and financial capacity

Have you (or, in the case of a joint tender, have all the partners) supplied the following information:

- (a) balance sheets for the two previous years?
- (b) a bank declaration concerning your financial situation?

Short answer or reference

Yes/No
(a)
(b)

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2.4 Technical capacity

	Brief response or reference
Have you supplied:	
(a) the total full-time staff numbers?	Yes/No
(b) the curriculum vitae of a representative sample of your full-time personnel?	Yes/No
(c) examples of work directly relevant to the services and products covered by the tender?	Yes/No
(d) references from your company's customers?	Yes/No
(e) a list of the principal services executed in the area covered by the call for tenders over the past three years?	Yes/No

3 SIGNATURE OF TENDERING PARTY

Name of tendering party

Person signing:

(a) Name

(b) Function

(c) Signature

(d) Date

3.3 Your company stamp or seal (optional)

(a)
(b)
(c)
(d)