

## QUESTIONNAIRE AND CHECK LIST

### 1 Tendering party identification details form

	Short answer or reference
<b>1.1. Name of tendering party</b>	
<b>1.2. Legal form of tendering party</b>	
<b>1.3. Date of registration</b>	
<b>1.4. Country of registration</b>	
<b>1.5. Registration number</b>	
<b>1.6. VAT number</b>	
<b>1.7. Financial details:</b>	
(a) Bank account number (IBAN)	(a)
(b) Currency	(b) EURO
(c) Bank	(c)
(d) Bank address	(d)
<b>1.8. Head office of tendering party</b>	
<b>1.9. Business address of tendering party</b>	
<b>1.10. Tendering party's authorised representative:</b>	
(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)
<b>1.11 Is this person authorised to be the sole signatory of contracts on behalf of the tendering party?</b>	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)

**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
<b>2.1.1 Have you enclosed with your tender the declaration referring to the exclusion criteria?</b>	Yes/No
<b>2.1.2 Are you submitting a joint tender?</b>	Yes/No
<b>2.1.3 If you answered “Yes” to point 2.1.2 above:</b>	
(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)
<b>2.1.4 Does your tender make provision for the use of subcontractors?</b>	Yes/No
<b>2.1.5 If you answered “Yes” to point 2.1.4 above:</b>	
(a) give the name of each proposed subcontractor;	(a)
(b) state which services you intend to subcontract to each of the proposed subcontractors (% of subcontracting).	(b)

## 2.2 Professional capacities

	Short answer or reference
<p><b>Have you (or, in the case of a joint tender, have all the partners) supplied all the information required regarding:</b></p> <p>(a) company name?</p> <p>(b) date of foundation of the company?</p> <p>(c) copy of articles of association?</p> <p>(d) entry in the Register of Companies?</p> <p>(e) VAT number?</p> <p>(f) company's activities?</p> <p>(g) composition of the Board of Directors?</p> <p>(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?</p>	<p>Yes/No</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p> <p>(f)</p> <p>(g)</p> <p>(h)</p>

## 2.3 Economic and financial capacity

	Short answer or reference
<p><b>Have you (or, in the case of a joint tender, have all the partners) supplied the following information:</b></p> <p>(a) balance sheets and profit and loss accounts for the two previous years?</p> <p>(b) a bank declaration concerning your financial situation?</p>	<p>Yes/No</p> <p>(a)</p> <p>(b)</p>

**2.4 Technical capacity**

	<b>Brief response or reference</b>
<b>Have you supplied:</b>	
(a) the tendere's total full-time staff numbers?	Yes/No
(b) a list of personnel capable of performing the tasks described in this tender specifications, stating their experience, skills and knowledge of languages, and enclosing their CVs?	Yes/No
(c) a presentation of other relevant information to illustrate the skills and experience of the personnel available to perform the tasks described in this call for tenders, demonstrating that they possess the technical abilities needed to provide the service as well as the appropriate language skills?	Yes/No
(d) examples of other work similar to the services and products covered by this call for tenders, indicating how the same type of work has been carried out in the past. If only part of the work has been carried out as principal tenderer, how the other part was sub-contracted?	Yes/No
(e) references from the firm's customers of the tenderer	Yes/No
(f) a list of the customers for whom the tenderer has worked in the last three years?	Yes/No
(g) A description of the measures employed to ensure the quality of services as well as ways to perform studies and researches of the tenderer	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)