

ANNEX IV-A TO THE INVITATION TO TENDER

CALL FOR TENDERS N° PO/2015-05/A4

CHECKLISTS OF DOCUMENTS TO BE SUPPLIED **WITH REFERENCE TO THE SELECTION CRITERIA**

Unless otherwise specified, each box of the column headed 'Reference to enclosed documents' must be filled in with the number of the relevant document and the page of the tender where the required document can be found.

THIS FORM MUST BE FILLED IN BY THE TENDERER, ACCORDING TO THE DETAILED INSTRUCTIONS TO BE FOUND UNDER POINT 10 OF THE TENDER SPECIFICATIONS (ANNEX I TO THE INVITATION TO TENDER).

PART A

IDENTITY OF THE TENDERER

		Reference to the documents enclosed in the tender submitted
A.1	Name or business name of the tenderer:	<i>Provide the requested information here (for this heading only)</i>
A.2	Official address of the tenderer, telephone, fax and e-mail.	See document No. on page
A.3	Normal administrative address (if different from official address).	See document No. on page
A.4	Contact person for this call for tenders: Surname First name Position Telephone Fax E-mail address Address	<i>Provide the requested information here (for this heading only)</i>
A.5	Names and positions of managerial staff	See document No. on page
A.6	Person entitled to sign the contract, if awarded (official mandate or declaration).	See document No. on page

LEGAL CAPACITY AND BANK DETAILS

		Reference to the documents enclosed in the tender submitted
A.7	Legal Entity File (LEF) duly completed and signed by the tenderer, with the necessary annexes. The form to be used is available at the following address: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm	See documents No. on page
A.8	Bank Account File (BAF) duly completed and signed by the tenderer, with the necessary annexes. The form to be used is available at the following address: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm	See documents No. on page

In addition, for tenders including no subcontracting:

		Reference to the documents enclosed in the tender submitted
A.9	A document stating that the tenderer does not intend to subcontract and that he/she will inform the Commission about any change in this situation. The Commission reserves the right to judge if such change would be acceptable.	See document No. on page

ECONOMIC AND FINANCIAL CAPACITY

		Reference to the documents enclosed in the tender submitted
A.10	Evidence of the financial and economic standing has to be provided by the following documents:	See documents
	a. balance sheets or extracts from balance sheets for the last three years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established.	No. on page
	b. tables I and II in Annex IV-B duly completed, signed and dated, with all relevant data extracted from the balance sheets (in Euro). These tables must also be provided on CD/DVD/USB.	No. on page

TECHNICAL CAPACITY

		Reference to the documents enclosed in the tender submitted
A.11	<p>Proof of solid experience in the supply of professional audiovisual equipment and accessories (audio, video and photographic); as evidence, he must provide a list of similar supply contracts (minimum five, maximum 10) executed during the past three years, covering classes of equipment listed in the Theoretical Purchase (see Annex V to the invitation to tender), together with the following information: type of equipment supplied, dates and prices, beneficiaries, attestations of satisfactory execution).</p>	<p>See document No. on page</p>
A.12	<p>Proof of having at his disposal adequate and sufficient human and technical resources to provide the after-sales service throughout the equipment's warranty period according to the highest professional standards; as evidence, he must provide details of the resources available for this service. Such evidence shall include:</p> <ul style="list-style-type: none"> ➤ a list of qualified technicians in relevant fields (AV technology) and with relevant experience, and/or a list of technical entities with such expertise – whether or not directly contracted by the tenderer – that are at his disposal, notably regarding quality control. ➤ a detailed description of the technical infrastructure – tools and facilities – at his disposal to perform the contract. 	<p>See document No. on page</p>

PART B

In addition, for joint offers:

		Reference to the documents enclosed in the tender submitted
B.1	Balance sheets or extracts from balance sheets of each economic operator of the consortium, together with the tables I and II in Annex IV-B.	See documents No. on page
B.2	A document with: a. the name of the company designated to represent the consortium; b. the credentials of the person designated to sign the contract and/or to act as the point of contact with the Commission for the consortium.	See document No. on page
B.3	A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), and what legal form their cooperation will take, should they be awarded the contract and if this change is necessary for proper performance of the contract.	See document No. on page
B.4	A letter signed by each member stating its commitment to execute the services in the tender, clearly indicating its role, qualifications and experience.	See documents No. on page

PART C

In addition, for tenders including subcontracting:

		Reference to the documents enclosed in the tender submitted
C.1	Balance sheets or extracts from balance sheets of each subcontractor (if his tasks represent more than 20% of the contract in value) together with the tables I and II in Annex IV-B.	See documents No. on page
C.2	A document stating clearly the identity, roles, activities and responsibilities of each subcontractor, and specifying the proportion (in % of the value of the contract) of the tasks of each subcontractor, as well as a description of the quality control measures which will be applied to the tasks to be carried out by each subcontractor.	See document No. on page
C.3	A letter of intent by each subcontractor stating its unambiguous undertaking to collaborate with the tenderer if he wins the contract, and the extent of the resources that it will put at the tenderer's disposal for the performance of the contract.	See document No. on page on page