

**OPEN CALL FOR TENDERS**  
**No MARE/2014/45**

**Study on the establishment  
of a framework for  
processing maritime  
economic data in Europe**

**ANNEX 6**

**QUESTIONNAIRE &  
CHECKLIST**

# QUESTIONNAIRE

IDENTIFICATION OF THE TENDERER <sup>1</sup>	Brief response or reference to the contents of the tender
<b>1. Name of the legal entity</b>	
<b>2. Legal form</b>	
<b>3. Date of registration</b>	
<b>4. Country of registration</b>	
<b>5. Registration number</b>	
<b>6. VAT number</b>	
<b>7. Registered address</b>	
<b>8. Usual administrative address</b>	
<b>9. Person authorised to sign tenders and contracts on behalf of the tenderer</b>  a) Surname b) Forename c) Title (e.g. Dr, Mr, Mrs) d) Function (e.g. manager) e) Telephone number f) Postal address	a) b) c) d) e) f)
<b>10. Is the signature of this person alone sufficient to sign a contract on behalf of the tenderer?</b>  If “No”:  Please provide the information requested in 9 above for each of the other signatories.	Yes / No

<sup>1</sup> in the case of a consortium this is the authorised representative of the group

<b>11. Contact person for this call for tenders:</b>  a) Surname b) Forename c) Title (e.g. Dr, Mr, Mrs) d) Function (e.g. managing director) e) Telephone number f) Fax number g) E-mail address h) Postal address	a) b) c) d) e) f) g) h)
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IDENTIFICATION FORMS	Brief response or reference to the contents of the tender
<b>12. Legal entity form</b> Have you enclosed the legal entity form according to section 3.3 of the tendering specifications? For each member of the joint tender if applicable?	
<b>13. Financial identification form</b> Have you enclosed the financial identification form according to section 3.3 of the tendering specifications?	

JOINT TENDERS	Brief response or reference to the contents of the tender
<b>14.</b> Is your tender a joint tender?	Yes / No
<b>15.</b> If your response to 14 above is "Yes", give the name of each partner to the joint tender and annex the power of attorney.	

<b>SUBCONTRACTING</b>	<b>Brief response or reference to the contents of the tender</b>
<b>16.</b> Does your tender involve subcontracting?	Yes / No
<b>17.</b> If your response to 16 above is "Yes":  a) give the name of each proposed subcontractor and indicate the share you intend to subcontract to each proposed subcontractor          b) attach a written agreement from each proposed sub-contractor	

**SIGNATURE OF THE TENDERER**

<b>Name of tenderer</b>	
<b>Signatory:</b> a) Name b) Function c) Signature   d) Date	a) b) c)   d)
<b>Tenderer's stamp</b>	<b>Signature</b>

# CHECKLIST

EXCLUSION CRITERIA	Brief response or reference to the contents of the tender
<p>1. Have you enclosed a declaration (annex 4 of the tender dossier) on your honour, duly dated and signed, stating that you are not in any of the situations described in section 3.2. of the tendering specifications which would exclude you from participation in the procurement procedure and which would exclude you from award of the contract?</p> <p>If your tender is a joint tender [and/or involves subcontracting], have you enclosed the same declaration duly dated and signed by each partner to the joint tender [and/or subcontractor<sup>2</sup>]?</p>	

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<sup>2</sup> This requirement does apply to subcontractors whose individual share in subcontracting is above XX % of the total value of the contract. If the total amount subcontracted is above XX% of the total contract value, ALL the identified subcontractors have to submit a declaration on honour.

SELECTION CRITERIA	Brief response or reference to the contents of the tender
<p>1. Have you enclosed the supporting documents for verification of your economic and financial capacity according to section 3.3.1 of the tendering specifications including a copy of the simplified balance sheet (see annex 5)?</p> <p>If your tender is a joint tender [<i>and/or involves subcontracting</i>], have you enclosed the same supporting documents for each partner to the joint tender [<i>and/or subcontractor</i><sup>3</sup>]?</p>	
<p>2. Have you enclosed the supporting documents for verification of your<sup>4</sup> technical and professional capacity according to section 3.3.2 of the tendering specifications?</p>	

AWARD CRITERIA	Brief response or reference to the contents of the tender
<p>1. Have you presented your technical tender according to the tender form in Annex 3?</p>	
<p>2. Does your technical tender contain all the elements necessary to assess the quality in the light of the technical award criteria defined in section 3.4 of the tendering specifications?</p>	
<p>3. Have you presented your financial tender according to the tender form in Annex 3 of the tender dossier?</p>	

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<sup>3</sup> This requirement does apply to subcontractors whose individual share in subcontracting is above XX % of the total value of the contract If the total amount subcontracted is above XX% of the total contract value, ALL the identified subcontractors have to submit the documents.

<sup>4</sup> In the case of a joint tender and/or subcontracting the selection criteria for technical and professional capacity will be assessed in relation to the combined capacities of all members of the group and/or subcontractors.

**SIGNATURE OF THE TENDERER**

<b>Name of tenderer</b>	
<b>Signatory:</b> a) Name b) Function c) Signature  d) Date	a) b) c)  d)
<b>Tenderer's stamp</b>	<b>Signature</b>