

## ENCLOSURE A.2 - APPLICANT'S CHECKLIST

**Enclosed to Procurement Procedure No. EMSA/CPNEG/2/2017 concerning Service Contracts for stand-by oil spill recovery vessels**

**Competitive procedure with negotiations**

**Phase I - Invitation to Apply**

Document	Check
Application submitted by <b>12 June 2017</b> at the latest <i>Ref. EMSA documentation: Invitation to Apply, point 3</i>	<input type="checkbox"/>
Application inserted in 2 envelopes, one inside the other. Both envelopes must be sealed. If self-sealed envelopes are used, each envelope must be closed by an adhesive tape with sender's signature across <i>Ref. EMSA documentation: Invitation to Apply, point 4</i>	<input type="checkbox"/>
Both envelopes labelled according requirements <i>Ref. EMSA documentation: Invitation to Apply, point 4</i>	<input type="checkbox"/>
Electronic copy (PDF) of the application included in the envelope in a CD or USB key <i>Ref. EMSA documentation: Invitation to Apply, point 5</i>	<input type="checkbox"/>
Application must include a copy in English of the documents/information requested under point 10.6 General description of the proposed arrangement. <i>Ref. EMSA documentation: Application Specifications, point 9</i>	<input type="checkbox"/>
Application structured in line with EMSA requirements – Parts A, B, C, D and E <i>Ref. EMSA documentation: Application Specifications, point 9</i>	<input type="checkbox"/>
<b><u>PART A</u></b> 1. <b>Signed cover letter</b> clearly indicating: <u>For individual company:</u> - the company applying - the person heading the project <u>For subcontractors and groupings:</u> - the subcontractors and companies forming the grouping (including roles, qualifications and experience of each company) - the company and person heading the project  <i>(Ref. EMSA documentation: Application Specifications, point 9)</i>	<input type="checkbox"/>

Document	Check
<p><b><u>PART A</u></b></p> <p><b>2. Statement of Subcontracting/Joint Offer</b> (template - Enclosure A.6 to the Invitation to Apply)</p> <p>In case of Joint Offer or Subcontracting, please fill the document “Statement of Subcontracting/Joint Offer”</p> <p><i>Ref. EMSA documentation: Application Specifications, points 7, 8 and 9</i></p>	<input type="checkbox"/>
<p><b><u>PART A</u></b></p> <p><b>3. Original of the authorising document</b></p> <p><u>For individual company:</u></p> <p>Original of the document authorising the person heading the project to submit an offer and, in case of award, to sign the contract on behalf of the company</p> <p><u>For groupings:</u></p> <p>Original of the document authorising the company and person heading the project to submit an offer and, in case of award, to sign the contract on behalf of the grouping</p> <p><i>Ref. EMSA documentation: Application Specifications, point 9</i></p>	<input type="checkbox"/>
<p><b><u>PART A</u></b></p> <p><b>4. Legal Entity Form</b> (template - Enclosure A.3 to Invitation to Apply)</p> <p>Applicants are exempt from submitting the Legal Entity Form requested and attachments if such a form has already been completed and sent either to EMSA or any EU Institution previously unless changes have occurred in the meantime.</p> <p>In case of grouping, each company must submit this document</p> <p><i>Ref. EMSA documentation: Application Specifications, point 10.1</i></p>	<input type="checkbox"/>
<p>Supporting documents:</p> <ul style="list-style-type: none"> <li>- <b>copies of company VAT number registration certificates and, if applicable</b></li> <li>- <b>a copy of an Official Document (Official Gazette, Company Register, etc.)</b></li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<p><b><u>PART A</u></b></p> <p><b>5. Financial Identification Form</b> (template - Enclosure A.4 to Invitation to Apply) for the Company leading and submitting the Application</p> <p>This document filled and signed by the account holder and the bank (or accompanied by a recent bank statement.</p> <p><i>Ref. EMSA documentation: Application Specifications, point 9</i></p>	<input type="checkbox"/>
<p><b><u>PART B</u></b></p> <p><b>6. Declaration of Honour</b> (template - Enclosure A.5 to Invitation to Apply)</p> <p><i>Each candidate, each subcontractor essential to fulfil the selection criteria, and each company part of the Consortium should provide it in this Application phase.</i></p> <p><i>Ref. EMSA documentation: Application Specifications, point 10.3</i></p>	<input type="checkbox"/>

Document	Check
<p><b><u>PART C</u></b></p> <p><b>7. Balance sheets or extracts from balance sheets for the last 3 financial years for which accounts have been closed</b></p> <p><i>For this purpose each candidate, each subcontractor essential to fulfil the Economic and Financial capacity selection criteria, and each company part of the Consortium should provide them in this Application phase.</i></p> <p><i>Ref. EMSA documentation: Application Specifications, point 10.4</i></p>	<input type="checkbox"/>
<p><b><u>PART C</u></b></p> <p><b>8. Statement of overall turnover and profit &amp; loss account during the last 3 financial years</b></p> <p>Or for semi-public or non-profit organisations: Annual budget of the last year</p> <p><i>For this purpose each candidate, each subcontractor essential to fulfil the Economic and Financial capacity selection criteria, and each company part of the Consortium should provide them in this Application phase.</i></p> <p><i>Ref. EMSA documentation: Application Specifications, point 10.4</i></p>	<input type="checkbox"/>
<p><b><u>PART D</u></b></p> <p><b>9. Valid Document of Compliance (DOC) for the International Safety Management (ISM) Code, including the related latest external audit report to the company.</b></p> <p><i>Ref. EMSA documentation: Application Specifications, point 10.5 (1)</i></p>	<input type="checkbox"/>
<p><b><u>PART D</u></b></p> <p><b>10. Overview of the company/consortium's fleet PSC inspections</b></p> <p>and, where applicable,</p> <p><b>Detentions for the last three years under the Paris MoU.</b></p> <p>(If the fleet concerned does not have PSC records, the relevant Annual Flag Surveys reports must be submitted)</p> <p><i>Ref. EMSA documentation: Application Specifications, point 10.5 (2)</i></p>	<input type="checkbox"/>
<p><b><u>PART D</u></b></p> <p><b>11. A list identifying work carried out during the last five years that is of relevance and/or analogous to the services to be provided, where applicable</b></p> <p><i>Ref. EMSA documentation: Application Specifications, point 10.5 (3)</i></p>	<input type="checkbox"/>
<p><b><u>Part E</u></b></p> <p><b>12. General description of proposed arrangement</b></p> <p><i>Ref. EMSA documentation: Application Specifications, point 10.6</i></p>	<input type="checkbox"/>
<p><b><u>Part E</u></b></p> <p><b>13. Identification and technical characteristics of vessel(s) proposed</b></p> <p>Main ship particulars, IMO N°, heating, pumping and storage capacity, speed, general arrangement plan of the vessel, etc.</p>	<input type="checkbox"/>

Document	Check
<i>Ref. EMSA documentation: Application Specifications, point 10.6</i>	
<b>Part E</b> <b>14. Usual area of operation and economic activity</b> A brief description of the usual commercial operations of the vessel, trade patterns, etc. <i>Ref. EMSA documentation: Application Specifications, point 10.6</i>	<input type="checkbox"/>
<b>Part E</b> <b>15. Proposed location for pollution response equipment stockpile(s)</b> <i>Ref. EMSA documentation: Application Specifications, point 10.6</i>	<input type="checkbox"/>
<b>Part E</b> <b>16. Draft mobilisation plan</b> A brief procedure indicating the way in which the vessel would be made available to EMSA for pollution response when requested at short notice <i>Ref. EMSA documentation: Application Specifications, point 10.6</i>	<input type="checkbox"/>

Date:

Signature:

Name, title

(Authorised representative)