

ENCLOSURE R.2 – CANDIDATE'S CHECKLIST

Procurement procedure: EMSA/CPNEG/1/2019

Title: Service Contracts for Stand-by Oil Spill Recovery Vessel(s)

Phase I – Request to participate

In order to submit an offer in this Procurement Procedure the tenderer has to complete and submit all documents listed below:

Document	Check
Request submitted by 2 May 2019 at the latest <i>Ref. EMSA documentation: Invitation to submit a Request to participate, point 2</i>	<input type="checkbox"/>
Electronic copy (PDF) of the request included in the envelope in a CD or USB key <i>Ref. EMSA documentation: Invitation to submit a Request to participate, point 3</i>	<input type="checkbox"/>
Request 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 submit a Request to participate, point 4</i>	<input type="checkbox"/>
Both envelopes labelled according requirements <i>Ref. EMSA documentation: Invitation to submit a Request to participate, point 4</i>	<input type="checkbox"/>
Request must include a copy in English of the documents/information requested under point 10.5 General description of the proposed arrangement. <i>Ref. EMSA documentation: Request Specifications, point 9</i>	<input type="checkbox"/>
Request structured in line with EMSA requirements – Parts A, B, C, D and E <i>Ref. EMSA documentation: Request Specifications, point 9</i>	<input type="checkbox"/>
<u>PART A</u> 1. Signed cover letter 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	<input type="checkbox"/>

Document	Check
(Ref. EMSA documentation: Request Specifications, point 9)	
PART A 2. Statement of Subcontracting/Joint Offer (template - Enclosure R.3 to the Request to participate) In case of Joint Offer or Subcontracting, please fill the form Ref. EMSA documentation: Request Specifications, points 8, 10 and 9	<input type="checkbox"/>
PART A 3. Original of the authorising document <u>For individual company:</u> 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 <u>For groupings:</u> 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 Ref. EMSA documentation: Request Specifications, point 9	<input type="checkbox"/>
PART A 4. Legal Entity Form (this document is available on the Procurement Section (Legal Entity Form) of EMSA's website www.emsa.europa.eu) Candidates 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. In case of grouping, each company must submit this document Ref. EMSA documentation: Request Specifications, points 9 and 11.1	<input type="checkbox"/>
Supporting documents: <ul style="list-style-type: none"> - copies of company VAT number registration certificates and, if applicable; - a copy of an Official Document (Official Gazette, Company Register, etc.). 	<input type="checkbox"/> <input type="checkbox"/>
PART A 5. Financial Identification Form (this document is available on the Procurement Section (Financial Identification Form) of EMSA's website www.emsa.europa.eu) For the Company leading and submitting the Request only. This document must be filled and signed by the account holder and the bank (or accompanied by a recent bank statement). Ref. EMSA documentation: Request Specifications, point 9	<input type="checkbox"/>

Document	Check
<u>PART B</u> 6. Declaration of Honour (DoH) (available at: http://emsa.europa.eu/work/procurement/calls.html) Each candidate, each subcontractor on which the candidate relies to fulfil the selection criteria, and each company part of the Consortium should provide it in this Request phase. <i>Ref. EMSA documentation: Request Specifications, points 9 and 11.6</i>	<input type="checkbox"/>
<u>PART C</u> 7. Balance sheets or extracts from balance sheets for the last 3 financial years for which accounts have been closed <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 Request phase.</i> <i>Ref. EMSA documentation: Request Specifications, points 9 and 11.3 (1)</i>	<input type="checkbox"/>
<u>PART C</u> 8. Statement of overall turnover and profit & loss account during the last 3 financial years Or for semi-public or non-profit organisations: Annual budget of the last year 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 Request phase. <i>Ref. EMSA documentation: Request Specifications, points 9, 11.3 (2) or 11.3 (3)</i>	<input type="checkbox"/>
<u>PART D</u> 9. Valid Document of Compliance (DOC) for the International Safety Management (ISM) Code, including the related latest external audit report to the company. <i>Ref. EMSA documentation: Request Specifications, points 9 and 11.4 (1)</i>	<input type="checkbox"/>
<u>PART D</u> 10. Overview of the company/consortium's fleet PSC inspections and, where applicable, Detentions for the last three years under the Paris MoU. (If the fleet concerned does not have PSC records, the relevant Annual Flag Surveys reports must be submitted) <i>Ref. EMSA documentation: Request Specifications, points 9 and 11.4 (2)</i>	<input type="checkbox"/>
<u>PART D</u> 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 <i>Ref. EMSA documentation: Request Specifications, points and 11.4 (3)</i>	<input type="checkbox"/>

Document	Check
<u>Part E</u> 12. General description of proposed arrangement <i>Ref. EMSA documentation: Request Specifications, points 9 and 11.5 (1)</i>	<input type="checkbox"/>
<u>Part E</u> 13. Identification and technical characteristics of vessel(s) proposed Main ship particulars, IMO N°, heating, pumping and storage capacity, speed, general arrangement plan of the vessel, etc. <i>Ref. EMSA documentation: Request Specifications, points 9 and 11.5 (2)</i>	<input type="checkbox"/>
<u>Part E</u> 14. Usual area of operation and economic activity A brief description of the usual commercial operations of the vessel, trade patterns, etc. <i>Ref. EMSA documentation: Request Specifications, points 9 and 11.5 (3)</i>	<input type="checkbox"/>
<u>Part E</u> 15. Proposed location for pollution response equipment/dispersants stockpile(s) <i>Ref. EMSA documentation: Request Specifications, points 9 and 11.5 (4)</i>	<input type="checkbox"/>
<u>Part E</u> 16. Draft mobilisation plan 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: Request Specifications, points 9 and 11.5 (5)</i>	<input type="checkbox"/>

Date:

Signature:

Name, title

(Authorised representative)