

ENCLOSURE R.3 - CANDIDATE'S CHECKLIST

Enclosed to Procurement Procedure No. EMSA/CPNEG/4/2021 – Service Contract for Equipment Assistance Service (EAS) – Northern Baltic Sea

Competitive procedure with negotiation

Phase I - Invitation to submit a request to participate

Document	Check
Request to participate submitted by 31 January 2022 at the latest <i>Ref. EMSA documentation: Invitation to submit a request to participate</i>	<input type="checkbox"/>
Encrypted (password protected) request duly signed by the authorised representative, scanned and submitted by e-mail to the following address: CPNEG42021@emsa.europa.eu NB: The size of the e-mail may not exceed 12 Mb per one email <i>Ref. EMSA documentation: Invitation to submit a request to participate point 3 and please follow the instructions in the Appendix "Submission of Encrypted Tenders by E-Mail"</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"/>
<p><u>PART A</u></p> <p>1. Signed cover letter clearly indicating: <u>For individual candidate:</u></p> <ul style="list-style-type: none"> - the company submitting the request - the person heading the project - the person authorised to individually sign the contract, if awarded <p><u>For joint offer/groupings:</u></p> <ul style="list-style-type: none"> - the companies forming the grouping (including roles, qualifications and experience of each company) - the company and person heading the project - the person authorised to individually sign the contract, if awarded <p>2. Document (e.g. resolution of the Board of Directors, Power of Attorney or articles of incorporation) authorising the person to represent the company/grouping or consortium for the purpose of this procurement procedure and to individually sign the contract on behalf of the company/grouping or consortium in case of award. <i>Ref. EMSA documentation: Request Specifications point 9</i></p>	<input type="checkbox"/>
<p><u>PART A</u></p> <p>3. Statement of Subcontracting/Joint Offer (template - Enclosure R.2) In case of Joint Offer or Subcontracting, please fill in the document "Statement of Subcontracting/Joint Offer"</p>	<input type="checkbox"/>

Document	Check
<p><i>Ref. EMSA documentation: Request Specifications points 7, 8 and 9</i></p>	
<p>PART A</p> <p>4. Legal Entity Form available under the procurement section of the EMSA website (www.emsa.europa.eu).</p> <p>Candidates are exempt from submitting the Legal Entity Form 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: Request Specifications, points 9 and 10.1</i></p>	<input type="checkbox"/>
<p>Legal Entity Form supporting documents:</p> <ul style="list-style-type: none"> - copy of company VAT registration document, if applicable, and if the VAT number does not appear on the Official Document referred to the point below - copy of the company registration official document (Official Gazette, Company Register, etc.) 	<input type="checkbox"/>
<p>PART A</p> <p>5. Financial Identification Form for the candidate/Company leading in a joint offer.</p> <p>This document is available under the procurement section of the EMSA website (www.emsa.europa.eu).</p> <p>This document filled in and signed by the account holder as well as stamped and signed by the bank (or accompanied by a recent bank statement).</p> <p>Candidates are exempt from submitting the Financial Identification Form if such a form has already previously been completed and sent either to EMSA or any EU Institution. In this case the candidate should simply indicate on the cover letter the bank account number to be used for any payment in case of award.</p> <p><i>Ref. EMSA documentation: Request Specifications point 9</i></p>	<input type="checkbox"/>
<p>PART B</p> <p>6. Declaration of Honour (DoH) (available on the Procurement Section of EMSA's website (www.emsa.europa.eu)) and associated supporting evidence, filled in, signed and submitted together with the request to participate;</p> <p>7. Supporting evidence related to exclusion grounds.</p> <p>Each candidate, each declared subcontractor and each company part of the grouping in case of joint offer shall provide these.</p> <p><i>Ref. EMSA documentation: Request Specifications points 9, 10.2 and 10.5</i></p>	<input type="checkbox"/>

Document	Check
<p><u>PART C:</u></p> <ul style="list-style-type: none"> Financial statements or their extracts for the last three years for which accounts have been closed Statements of the overall turnover and, where appropriate, turnover relating to the relevant services for the last three financial years available <p>For each candidate and each company part of the grouping in case of joint offer.</p> <p><i>Ref. EMSA documentation: Request Specifications, points 9 and 10.3</i></p>	<input type="checkbox"/>
<p><u>PART D:</u></p> <ul style="list-style-type: none"> List identifying the provision of services for a minimum of two years in the past five years in at least two of the following fields (template - Enclosure R.5): <ul style="list-style-type: none"> Storage and handling of Oil Spill Response equipment or heavy machinery Maintenance of Oil Spill Response equipment or heavy machinery Transport and logistics of Oil Spill Response equipment or heavy machinery The Curriculum Vitae of the two staff members proposed for compliance with the selection criteria for technical and professional capacity. For the two staff members proposed for compliance with the selection criteria for technical and professional capacity: evidence of the relevant hands-on experience with oil pollution response equipment such as deployment and use during sea trials/tests, operational drills/exercises and other operational activities, clearly demonstrating the work performed. Filled in, dated and signed Language Passport (Enclosure R.3) for the two staff members proposed for compliance with the selection criteria for technical and professional capacity. <p><i>Ref. EMSA documentation: Request Specifications, points 9 and 10.4</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><u>Part E:</u></p> <ul style="list-style-type: none"> General description of proposed arrangement (for information purposes only) including the following: <ul style="list-style-type: none"> General description of the proposed EAS arrangement including at least stockpile location, main dimensions, pictures and warehouse drawings and storage layout Draft mobilisation plan: a brief description of the logistics proposed for equipment handling and transportation and the procedure by which the equipment would be made available for pollution response when requested at short notice <p><i>Ref. EMSA documentation: Request Specifications points 9 and 11</i></p>	<input type="checkbox"/>

Date:

Signature:

Name, title

(Authorised representative)