



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES
RESOURCES

ANNEX 5

OPEN CALL FOR TENDERS

No MARE/2011/01

Evaluation and Impact Assessment activities of Directorate-General for Maritime Affairs and Fisheries

LOT1: Retrospective and prospective evaluations on integrated maritime policy,

*LOT2: Retrospective and prospective evaluations on common fisheries policy
excluding its international dimension, and*

*LOT3: Retrospective and prospective evaluations on the international dimension of
the common fisheries policy*

QUESTIONNAIRE & CHECKLIST

QUESTIONNAIRE

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

¹ in the case of a consortium this is the authorised representative of the group

11. Contact person for this call for tenders: 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
12. Legal entity form Have you enclosed the legal entity form according to section 4.1 of the tendering specifications?	
13. Financial identification form Have you enclosed the financial identification form according to section 4.1 of the tendering specifications?	

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

SUBCONTRACTING	Brief response or reference to the contents of the tender
16. Does your tender involve subcontracting?	Yes / No
17. 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

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

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 4.2.1 of the tendering specifications which would exclude you from participation in the procurement procedure?</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 subcontractor²?</p>	
<p>2. 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 4.2.2 of the tendering specifications 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 subcontractor²?</p>	

² This requirement does not apply to subcontractors whose individual share in subcontracting is less than 15% of the total value of the contract.

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 4.3.1 of the tendering specifications?</p> <p>If your tender is a joint tender and/or involves subcontracting, have you enclosed the same supporting documents for each partner to the joint tender and/or subcontractor²?</p>	
<p>2. Have you enclosed the supporting documents for verification of your technical and professional capacity according to section 4.3.2 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 of the tender dossier?</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 4.4.1 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>	
<p>4. Have you included a CD-Rom containing the electronic version of financial offer as required in Annex 3?</p>	

SIGNATURE OF THE TENDERER

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