# ANNEX VII.2 – TENDER SUBMISSION FORM – NEW TENDERERS

EASA.2013.OP.21

Outsourcing of certification tasks to National Aviation Authorities and Qualified Entities – LIMITED RE-OPENING

**One signed original** of this standard application form must be supplied and should serve as the **front page** of your set of **administrative documents** (Envelope 1).

1. **SUBMITTED by (i.e. the identity of the tenderer):**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities submitting this application** | **Nationality[[1]](#footnote-1)** |
| **Leader** |  |  |
| **Member 2** |  |  |
| **Etc.[[2]](#footnote-2)** |  |  |

1. **CONTACT PERSON for this tender (to act as focal point for all communication which may take place between EASA and the candidate):**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

1. **Name and position of the tenderer’s AUTHORISED REPRESENTATIVE / SIGNATORY:**

|  |  |
| --- | --- |
| **Name** |  |
| **Position**  |  |
| **Organisation** |  |

1. **SCOPE OF TENDER – please indicate (by checking the relevant box(s)) the area(s) under which an offer is made:**

|  |
| --- |
| **I PRODUCT CERTIFICATION** |
|  |  |  |  |  |  |
| **Lot 1** | **PRODUCTS:** | **TASKS** |
| Minor Changes / Repairs | CSV | CAW |
| Fixed Wing Aircraft | CS-25 | **□** |   |   |
| Rotorcraft | CS-VLR |   | **□** | **□** |
| CS-27 |   | **□** | **□** |
| CS-29 | **□** | **□** | **□** |
|  |  |  |  |  |  |
| **Lot 2** | **PRODUCTS:**   | **DISCIPLINE** |  |  |  |
| Fixed wing aircraft (CS-VLA, 22, LSA, 23, 25)  | 1 |  |  |  |
| Rotorcraft (CS-VLR, 27, 29) | Flights Test |  |  |  |
| Balloons & Airships | □ |  |  |  |
|  |  |  |  |  |  |
| **II ORGANISATIONS APPROVAL & SURVEILLANCE** |
|  |  |  |  |  |  |
| **Lot 1 & Lot 2** | **ECOFA** |  |  |  |  |
| □ |  |  |  |  |
|  |  |  |  |  |  |
| **III FLIGHT STANDARDS APPROVAL** |
|  |  |  |  |  |  |
| **Lot 1** | **FSTD** |  |  |  |  |
| □ |  |  |  |  |
|  |  |  |  |  |  |
| **Lot 2** | **FSTD / OSD** |  |  |  |  |
| □ |  |  |  |  |

**5. CHECKLIST**

I, the undersigned, **being** **the authorised signatory** of the above tenderer (including all consortium members, in the case of a consortium), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender procedure referred to above. Our tender is made up of the following documents:

|  |
| --- |
| **ENVELOPE 1 - ADMINISTRATIVE DOCUMENTS:** |
| * **Tender submission form (FRONT PAGE) – Annex VII.2.**
 | [ ]  |
| * The duly filled in, signed and dated **Exclusion Criteria Declaration(s)** and documentary proofs, **by every legal entity** (consortium member/sub-contractor) identified under point 1 of this form, as requested in section 6.1 and using the standard template in **Annex IV.** (Please note: *the declaration of the leader must be a signed original but those of other members may be a copy).*
 | [ ]  |
| * The duly filled in, signed and dated **Legal Entity Form**(s) as requested in section 6.2.1 and using the standard template via the link in **Annex V** as well as therequested **accompanying documents.**
 | [ ]  |
| * **Official** documentary evidence proving the tenderer’s **authorised representative’s/signatory’s** legal authority to validly sign on behalf of the organisation.
 | [ ]  |
| * The duly filled in, stamped, signed and dated **Financial Identification Form** (*using the standard template*) to nominate the bank account into which payments would be made in the event of successful award – **Annex VI.**
 | [ ]  |
| * **Financial and economic capacity documents** as requested in section 6.2.2.
 | [ ]  |
| * The duly filled in, signed and dated **Statement of Absence of Conflict of interest, by every legal entity** (consortium member/sub-contractor) identified under point 1 of this form, using the standard template in **Annex VIII.**
 | [ ]  |
| * The duly filled in, signed and dated **Statement of Acceptance** – **Annex IX.**
 | [ ]  |
| * **In case of sub-contractors**, a duly filled in, signed and dated **Declaration of Intent** using the standard template in **Annex X.**
 | [ ]  |
| * **In case of consortia**, a duly signed and dated **Statement/Declaration** by each of the consortium members specifying the company or person heading the project and authorised to submit an application/tender on behalf of the consortium (please see section 1.4 of the specifications).
 | [ ]  |
| * The duly filled in, signed and dated **Declaration of Compliance** using the standard template in **Annex XI.**
 | [ ]  |
| * **One signed original and three copies** (identical in full to the original) of the **General Selection Criteria - Technical and Professional Capacity Documents** as requested in **section 6.2.3.**
 | [ ]  |
| **ENVELOPE 2 - TECHNICAL PROPOSAL** (submitted in a separate sealed envelope): |
| **One signed original** **and CD/USB stick containing an** **electronic version** of the offer (scans of and identical in full to the original offer / documents): |
| * **Specific Selection Criteria - Technical and Professional Capacity Documents** (relative to the areas for which an offer is made) as requested in section 6.3, 6.4 & 6.5 and using the checklist provided in Annex XIII, XIV & XV respectively:
* **Section 6.3 - Product Certification – Annex XIII [ ]**
* **Section 6.4 - ECOFA – Annex XIV [ ]**
* **Section 6.5 - FSTD – Annex XV** [ ]
 | [ ]  |
| * **Technical proposal** (see section 7.1 of the tender specifications).
 | [ ]  |
| **ENVELOPE 3 - FINANCIAL OFFER** (submitted in a separate sealed envelope): |
| * **One signed original** **and three copies** of the **financial offer** (identical in full to the original) using the template provided in **Annex II**.
 | [ ]  |

[*If applicable*: We undertake to guarantee the eligibility of the sub-contractor(s) for the parts of the services for which we have stated our intention to sub-contract in the Technical Proposal.]

We are fully aware that, in the case of a consortium, the composition of the consortium **cannot be modified** in the course of the procedure except with the prior written authorisation of EASA. We are also aware that the consortium members would have joint and several liability towards EASA concerning participation in both the above procedure and any contract awarded to us as a result of it.

This tender is subject to acceptance within the validity period stipulated in section 1.7 of the Tender Specifications.

Signed on behalf of the tenderer **by the legally authorised representative**

|  |  |
| --- | --- |
| **Name**  |  |
| **Signature** |  |
| **Date** |  |

1. Country in which the legal entity is registered. [↑](#footnote-ref-1)
2. Add/delete additional lines for consortium members as appropriate. **Note that a sub-contractor IS NOT considered to be a consortium member**. If this application is being submitted by an individual legal entity, the name of the legal entity should be entered as “Leader” (and other lines in part 1 should be deleted). [↑](#footnote-ref-2)