**Annex 2: Documents Establishing the Eligibility and Qualifications of the Offeror**

List of forms:

* Form 1 - General Information
* Form 2 – Compliance with Clause 26 Requirements
* Form 3 – Litigation History
* Form 4 - Site Incident & Accident History

**Form 1**

**GENERAL INFORMATION**

### Offerors should complete the information in this form. Attach to this form, the official registration documents of the Company and any documents (registration, legal status, place & registration of the office, shareholders and board of directors of the Company) as set out in the Request for Quotation. There is no need to submit the company constitution.

|  |  |  |
| --- | --- | --- |
| 1. | Name of firm | |
| 2. | Head office address | |
| 3. | Telephone | Name of contact person |
| 4. | Fax | Email |
| 5. | Place of incorporation / registration | Year of incorporation / registration |

|  |  |
| --- | --- |
| **Shareholder(s)** | |
| Name | % of share |
| 1. | |
| 2. | |

|  |
| --- |
| **Board of director(s)** |
| Name |
| 1. |
| 2. |

Name: ............................................. Signature: .......................................

*[a person or persons authorized to sign on behalf of the Offeror]*

Date ………………………………………… (Seal)

**Annexes/documents to be provided together with the Form 1:**

Official registration documents of the Offeror including;

* registration;
* legal status;
* place & registration of the office; and,
* shareholders and board of directors.

In case of a Joint Venture (JV), this form and required annexes must be submitted by each company forming the JV.

Provide certified translations of the annexes/documents if not in English.

**Form 2**

**COMPLIANCE WITH CLAUSE 26 REQUIREMENTS**

Offeror must elaborate on the stipulations of Clause 26 of the General Conditions of Contract.

Regulatory Framework to operate as contractor in the project area/s must be substantiated and all relevant documentation must be submitted. Certification from relevant/competent authority or sectoral association that the bidder can operate/function in the project area in accordance with the applicable rules and regulations.

Name: ............................................. Signature: .......................................

*[a person or persons authorized to sign on behalf of the bidder]*

Date …………………………………. (Seal)

**Annexes/documents to be provided together with the Form 2:**

* Certification from the relevant/competent authority that the bidder has been registered building contractor for the current year.

In case of a Joint Venture (JV), the above certification for at least one of the partners must be provided.

Provide translations of the annexes/documents if not in English.

**Form 3**

**LITIGATION HISTORY**

Offerors should provide information on any history of litigation or arbitration resulting from contracts executed in the years 2014, 2015, 2016 and up to 30 September 2017.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | FOR or AGAINST  Offeror | Name of client, cause of litigation, and matter in dispute | Disputed amount (current value in Euro or local currency) |
|  |  |  |  |

Name: ............................................. Signature: .......................................

*[a person or persons authorized to sign on behalf of the bidder]*

Date ……………………………………………. (Seal)

In case of a Joint Venture (JV), this form must be submitted by each company forming the JV.

**Form 4**

**SITE INCIDENT AND ACCIDENT HISTORY**

Offeror should provide information on any history of site incident and accident resulting from contracts executed in the years 2014, 2015, 2016 and up to 30 September 2017.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Title of contract/works** | **Employer / Contracting Authority** | **Description of**  **incident / accident** | **Type of causality (injury or death)** |
|  |  |  |  |  |

Name: ............................................. Signature: .......................................

*[a person or persons authorized to sign on behalf of the offeror]*

Date ……………………………………………. (Seal)

**Annexes/documents to be provided together with the Form 4:**

* Certification letter obtained from the relevant authority.

In case of a Joint Venture (JV), this form and required annexes must be submitted by each company forming the JV.

Provide translations of the annexes/documents if not in English.