

|  
**VOLUME 1**

**SECTION 4**  
**QUESTIONNAIRE**

**VOLUME 1  
SECTION 4  
QUESTIONNAIRE  
CONTENTS**

**Additional notice to tenderers**

**Form 4.1      General information about the tenderer**

**Form 4.2      Organisation chart**

**Form 4.3      Power of attorney**

**Form 4.4      Financial statement**

**Form 4.5      a) Financial identification form  
b) Legal entity files**

**Form 4.6      Technical qualifications**

4.6.1    Staff

4.6.2a   Plant

4.6.2b   List of supplies and materials

4.6.3    Work plan and programme

4.6.4    Experience as contractor

4.6.5    Information on joint ventures

4.6.6    Litigation history

4.6.7    Quality assurance system(s)

4.6.8    Accommodation for the supervisor

4.6.9    Further information

4.6.9.1. Certificate of attendance

## **VOLUME 1**

### **SECTION 4**

#### ***ADDITIONAL NOTICE TO TENDERERS***

1. Tenderers must answer all questions contained in the forms.
2. Additional sheets may be attached as necessary.
3. If a question does not apply to the tenderer, 'not applicable' should be entered alongside with a brief explanation.
4. Every page of each form must be numbered consecutively in the bottom right-hand corner.
5. Financial data and declarations submitted by the tenderer must be given in euro or national currency. Original bank statements may be also attached for reference.
6. If the requested supporting documents/certificates are not written in one of the official languages of the European Union, a translation into the language of the call for tender must be attached. If the documents are in an official language of the European Union, other than the procedural language, it is however strongly recommended to provide a translation into the language of the call for tenders in order to facilitate the evaluation of the documents.
7. Each member of a joint venture/consortium must fill in and submit separately the following forms: 4.1; 4.2; 4.3; 4.4; 4.5b; 4.6.1.1; 4.6.4 and 4.6.6. All other forms shall be filed in jointly.
8. Firms applying as a joint venture/consortium must also complete Form 4.6.5 concerning joint ventures/consortia.
9. The person signing this questionnaire guarantees the truthfulness and accuracy of all the statements made.
10. The accuracy of the answers to the questionnaire, their completeness and the attached documentation will be taken into account in the tender evaluation. Please be aware that a lack of data may result in their non-compliance in the related item of evaluation.