Call for Tender for the Selection of a Service Provider to Implement a Customs Integrity Perception Survey under the Anti-Corruption and Integrity Promotion (A-CIP) Programme for Customs

Annex IV – Administrative Documents and Tenderer’s Expertise

Under penalty of nullity and rejection, tender proposals must be duly accompanied by the following documents and information which shall be submitted in a bundle of separated numbered documents (from 1 to 10):

**Administrative documents:**

1. A sheet describing the tenderer’s professional activities.
2. VAT No. or VAT exemption certificate (if applicable)
3. A document attesting to the tenderer’s legal status.
4. A document listing the names and status of the individuals who make up the tenderer’s governing bodies, together with an organization chart of the company.
5. Documentary evidence of the tenderer’s financial situation (balance sheet, profit and loss account for the three last fiscal years).
6. A declaration on honor vouching that the tenderer is not in one of the situations described in Exclusion criteria and Ethics sections 3.3 and 3.4 of the Call for Tender document.

**Information document on the tenderer’s expertise:**

7. A description of its resources (qualified staff and equipment).
8. A description and evidence of the tenderer’s experience of working on similar projects in the past five (5) years.
9. References from companies for which the tenderer has already worked.
10. Copies of certificates or any other evidences of all relevant international standards which the service provider meets.