**Annex VII LOT 1 - DOCUMENT CHECKLIST[[1]](#footnote-1)**

**LOT 1 – Security Guard services**

|  |  |  |
| --- | --- | --- |
|  | Reference to Tender Specification | Evidence Provided?  (click box for yes) |
| Legal entity form | Annex I |  |
| Financial identification form | Annex I |  |
| Declaration on honour on exclusion criteria and selection criteria | Annex III |  |
| Power of Attorney for consortium members *(if applicable)* | Annex IV |  |
| ~~Subcontractors form~~ *~~(if applicable)~~* | ~~Annex V~~ | NOT  applicable |
| Administrative ID and Declaration form | Annex VI |  |
| **Exclusion related:** | | |
| A recent document from bank stating that applicant is not bankrupt or being wound up, etc.; | 7.3  page 9 |  |
| Certificate attesting that taxes, duties and social security contributions have been paid | 7.3  page 9 |  |
| Current insurance certificate | 7.3  page 9 |  |
| **Selection Criteria related:** | | |
| Simplified Financial Statement form | Annex II |  |
| Evidence of enrolment in one of the professional or trade registers | 7.4.1  page 9 |  |
| Financial statements for the last two (2) financial years for which accounts have been closed | 7.4.2  page 9 |  |
| Permanent number of company employees/ average number of employees over the past three years. | 7.4.3 (a)  page 10 |  |
| List of principal services provided in the past three years; | 7.4.3 (b)  page 10 |  |
| Experience in Security Guard services with at least three (3) contracts in this field in the last five years, each with a minimum value of €80,000.00; | 7.4.3 (c)  page 10 |  |
| Written references; | 7.4.3 (d)  page 10 |  |
| Trainings given to personnel; | 7.4.3 (e)  page 10 |  |
| Competency and experience of human resources assigned for the guarding services | 7.4.3 (f)  page 10 |  |
| Competency, experience and qualifications of members of the managerial bodies and technical managers assigned (provide CVs if possible); | 7.4.3 (g)  page 10 |  |
| ISO 9001:2015 (quality of services) | 7.4.3 (h)  page 10 |  |
| ISO 27001:2013 (security handling of information) | 7.4.3 (h)  page 10 |  |
| ISO 14001:2015 (environmental management) | 7.4.3 (h)  page 10 |  |

1. Please include this completed form in your application submission [↑](#footnote-ref-1)