

## INFORMATION SHEET REQUIREMENTS CHECK LIST

Please submit the following documents together with the Information Sheet:

No.	Document	FOR IOM USE ONLY	
		Submitted	Not Applicable
1	Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.		
2	Written power of attorney of the signatory of the Bid or up to date Company's Articles of Representation (Government's Gazette etc.)		
3	Certificate of Registration from host country's government agency/ministry (GEMI).		
4	Certificate of Registration in the National Register of Greek and Foreign Non-Governmental Organizations.		
5	Valid Government Certificates/Clearances a. Tax Clearance Certificate (Φορολογική Ενημερότητα) b. Social Insurance Certificate (Ασφαλιστική Ενημερότητα) c. Certificate of non-Bankruptcy (Περί μη πτωχεύσεως)		
6	Reports on the financial standing of the Bidder, published financial reports or tax declarations (depending of the type/category of the company) for the past three years		
7	Solemn Declaration from the Bidder of its compliance with the existing labor laws and standards		
8	Solemn Declaration in accordance with <b>EOI</b> that Implementing Partner is not under EU and UN sanction list.		
9	Solemn Declaration that Non-performance of contract did not occur within the last five years prior to application for evaluation based on all information on fully settled disputes or litigation.		

\* Failure to provide any of the documents mentioned above will result in automatic "failed" rating.

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

Received by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FOR IOM USE ONLY**

Purchasing Organization \_\_\_\_\_

Account Group \_\_\_\_\_

Industry  001  002  003

where 001 - Transportation related to movement of migrants  
002 - Goods (e.g. supplies, materials, tools)  
003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type  Global  Local