|  |
| --- |
| **CANDIDATE identification** |
| Company name |  |
| The participation application is made as a group | **[ ]  Yes [ ]  No** |
| If the candidate is a group, the names of the other member companies |  |
| Company address (or the address used by the group) |  |
| Business ID (for foreign candidates, VAT number or equivalent, for a group everyone's Business IDs) |  |
| Contact person's name |  |
| Contact person's phone number |  |
| Contact person's e-mail |  |
| The candidate's e-mail, to which information regarding the decision can be sent |  |
| The candidate is a member of the [www.tilaajavastuu.fi](http://www.tilaajavastuu.fi) service's ”Luotettava kumppani” programme (“reliable partner”-programme) | **[ ]  Yes [ ]  No** |

|  |
| --- |
| **IMPORTANT INFORMATION FOR THE PURCHASING DEPARTMENT** |
| Information that is our company's business and professional secrets or other confidential information.  | Attachments       |
| **A summary of the attached documents provided by the candidate. Please note that the documents the candidate is required to present are listed in the remarks section of this participation form.****The underlined items must be attached to the participation application by all candidates! The items that are not underlined must be attached if they are applicable to the candidate.****The attachments must be numbered according to this list.**A list of the documents to be attached, check that all are included in the application:1. Filled-in participation application
2. Trade register extract or equivalent information
3. Printed extract from the [www.ytj.fi](http://www.ytj.fi) service regarding registry entries or other proof of registrations **1)**
4. Other proof of registrations (trade register, employer register, prepayment register, VAT register, if the company's information is not available on [www.ytj.fi](http://www.ytj.fi)) or a report on why the company is not registered
5. A report on the collective agreements applicable to the personnel groups **1)**
6. A report on the main conditions of employment applicable to the personnel groups **1)**
7. Certificate on the validity of the statutory accident insurance **1)**
8. A copy of an occupational health service conract
9. An occupational health service certificate on the validity of the occupational health service contract and the fulfillment of occupational safety law obligations **1)**
10. A report on financial information, including credit rating, rating changes, the criteria for classification as well as the company's financial information (e.g. Rating Alfa by Suomen Asiakastieto Oy or similar)
11. Financial statements
12. The tax authority's certificate of tax payment or a payment plan **1)**
13. Proof that a pension insurance has been taken out and the payments made or a payment plan for overdue payments **1)**
14. Proof of valid liability insurance **1)**
15. Candidate's reference list
16. Subcontractor list
17. Quality system ISO 9001 certificate
18. Other applicable quality system certificate
19. Environmental system ISO 14001 certificate
20. Other applicable environmental system certificate
21. If the candidate is a ”Luotettava Kumppani” member in the [www.tilaajavastuu.fi service](http://www.tilaajavastuu.fi-palvelussa) and the information in the service is up to date, no separate proof of this information is required.
 | **[ ]** **[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment****[ ]  attachment** |

|  |
| --- |
| **date and signature** |
| Date |  |
| Place |  |
| Signature |  |
| Name |  |
| Position in the company |  |
|  |  |
| If the candidate is a group, the signatures of the other member companies: |  |
|  |  |
| Member 2, signature |  |
| Member 2, name in block letters |  |
| Member 2, position in the company |  |
|  |  |
| Member 3, signature |  |
| Member 3, name in block letters |  |
| Member 3, position in the company |  |
|  |  |
| Member 4, signature |  |
| Member 4, name in block letters |  |
| Member 4, position in the company |  |

|  |
| --- |
| **subject of the subcontracting** |
| Our company or group is capable of providing the delivery specified in the project description and section 1 ”Target of acquisition” of the participation request, in the way described. | Yes **[ ]**  No **[ ]**  |

|  |
| --- |
| **THE COMPANY'S SUITABILITY** |
| **REQUIREMENTS** | **THE CANDIDATE'S ANSWERS** |
| **Instructions:** In this column, the suitability requirements set for the candidates by the contracting entity are presented. If it says "REPORTS TO BE ATTACHED" in this column, the requested reports should be attached tot the participation application. The certificates and reports may not be older than three (3) months from the date when the participation application is submitted.If all candidates who submitted an application are not chosen to make an offer, the candidates **will be compared based on the criteria listed in section 4.3 "Tenderer selection"**. | **Instructions:** In this part, write down the **ANSWERS** and list the requested **ATTACHMENTS** with their attachment numbers. |
| * + The candidate agrees to provide, upon request, the reports, certificates (attachments), which are not required to be presented here, and if they are selected as a tenderer, before the announcement of the selection. In addition, a tenderer chosen as the supplier agrees to deliver all attachments upon request or as agreed in the purchase agreement at least once a year during the contract's validity period.
 | Yes **[ ]**  No **[ ]**  |
| **REGISTRATION DATA** |
| **REGISTRIES**The candidate must be registered with the trade register, the prepayment register under the Prepayment Act, the employer register and the VAT register under the VAT Act, where the law requires registration. If the candidate is not registered in the above-mentioned registries, provide an explanation for why this is. For foreign candidates, similar registrations as required by their home country must be presented.REPORTS TO BE ATTACHED:* A trade register extract which specifies the business' start-up information and the persons responsible as well as history information
* Printed extract from the [www.ytj.fi](http://www.ytj.fi) service regarding registry entries or other proof of registrations
* A report on why the candidate is not registered if they are not in the trade, prepayment, employer or VAT registers. The report can be written by the candidate.
* Other reliable information on the registrations of foreign candidates.
* If the candidate is a ”Luotettava Kumppani” member in the [www.tilaajavastuu.fi](http://www.tilaajavastuu.fi) service, the contracting entity will check the information there and only a trade register extract is required.

The contracting entity may check the company's registrations from the YTJ system as well as its trade register entries.  | Trade register; Yes **[ ]**  No **[ ]** Prepayment register; Yes **[ ]**  No **[ ]** VAT register; Yes **[ ]**  No **[ ]** Employer register; Yes **[ ]**  No **[ ]** **Trade register extract, attachment****Printed extract from the** [**www.ytj.fi**](http://www.ytj.fi) **service regarding registry entries, attachment**      **Other proof of registrations or a statement on why the registrations are lacking, attachment**       |
| **ACQUISITION ACT EXCLUSION PROVISIONS**The candidate declares that it or its subcontractors are not affected by the exclusion provisions of the Acquisition Act, 53 § and 54 §. | Does declare **[ ]**  Does not declare **[ ]**  |
| **PERSONNEL OBLIGATIONS** |
| **APPLICABLE COLLECTIVE AGREEMENTS**The chosen supplier will be likely to perform warranty and additional work related to the purchase even after the delivery has been made, so the contracting entity must, according to the Contractor's Responsibility Act, check the collective agreements applicable to the chosen supplier's personnel.TO BE DESCRIBED HERE OR ATTACHED:* A report on the collective agreements applicable tot the employees and officials working on the project to be ordered

REPORTS TO BE ATTACHED * In one or more employee groups of the candidate is not subject to any collective agreement, a separate report on the main conditions of employment applied to these employees must be provided
* If the candidate is a ”Luotettava Kumppani” member in the [www.tilaajavastuu.fi](http://www.tilaajavastuu.fi) service, the contracting entity will check the information in the service and no attachments are required if the information there is up to date.
 | The industry's collective agreement is applied to the employees; Yes **[ ]**  No **[ ]** Collective agreements applicable to the employees:1 2 3 The industry's collective agreement is applied to the officials; Yes **[ ]**  No **[ ]** Collective agreements applicable to the officials:1 2 3 **Separate report on the collective agreements to be applied, attachment**      **Separate report on the main conditions of employment, attachment**       |
| **STATUTORY ACCIDENT INSURANCE**The candidate must have a valid accident insurance according to the laws of their country or the Finnish Accident Insurance Act (608/1948) for their employees.REPORTS TO BE ATTACHED:* Proof of a valid accident insurance for the personnel.
* If the candidate is a ”Luotettava Kumppani” member in the [www.tilaajavastuu.fi](http://www.tilaajavastuu.fi) service, the contracting entity will check the information there and no separate proof of this information is required.
 | Statutory accident insurance is valid;Yes **[ ]**  No **[ ]** **Certificate on the validity of the statutory accident insurance, attachment**       |

|  |  |
| --- | --- |
| **STATUTORY OCCUPATIONAL HEALTH SERVICE ARRANGEMENT**The candidate must have a valid contract according to the laws of their country or in accordance with the Finnish legislation’s occupational health service laws (1383/2001) considering the ocupational health service arrrangement for their employees.REPORTS TO BE ATTACHED:* A copy of a valid contract on personnel’s statutory occupational health service arrangement or a separate certificate given by the occupational health service.
* If the candidate is a ”Luotettava Kumppani” member in the [www.tilaajavastuu.fi](http://www.tilaajavastuu.fi) service, the contracting entity will check the information there and no separate proof of this information is required.
 | Statutory occupational health service arranged;Yes **[ ]**  No **[ ]** **Certificate on the statutory occupation health service arrangement, attachment** |

|  |
| --- |
|  **ECONOMIC AND FINANCIAL SITUATION** |
| **FINANCIAL SITUATION**The candidate's economic conditions are adequate for the size and nature of the acquisition. This characteristic is assessed based on the information regarding the candidate's capital adequacy, solvency, profitability and credit worthiness.The candidate's economic situation must be such that its Suomen Asiakastieto Oy’s rating classification is at least a satisfactory A or its risk category is 1-3, or considered equivalent to these based on financial statements or other similar information. Candidates who have a rating of C or a risk rating of 5 in Suomen Asiakastieto Oy's classification system are excluded from the tendering. Candidates with a B rating or placed in risk class 4 can be excluded from the tendering process if the candidate is not able to provide a reliable report on the actions taken in order to improve its financial situation.REPORTS TO BE ATTACHED: * A Rating Alfa report by Suomen Asiakastieto Oy or a report with similar information, including the candidate's risk rating.
* If no rating is available, the financial statements for the previous years or other financial information illustrating the state of the company in a reliable manner.

The contracting entity may verify the candidate's financial information using general sources of information. | Meets the requirements; Yes **[ ]**  No **[ ]** **An Alfa report by Suomen Asiakastieto Oy, attachment****Other reliable risk rating report, attachment**      **Financial statements, attachment**      Candidates whose rating is not available from Suomen Asiakastieto Oy, or in the case of a foreign operator a similar independent assessor in their country, must upon request submit the profit and loss accounts, balance sheets and annual reports from the most recent three (3) years, if the candidate has had three financial years. If the candidate has had less than three financial years, the candidate must provide the required information from all financial years and demonstrate their financial adequacy and solvency in another way as seen fit by the contracting entity. |
| **TAXES & PAYMENTS**The candidate has paid their taxes, pension contributions and other statutory charges.REPORTS TO BE ATTACHED: * Proof of payment of taxes, as well as
* Proof that the statutory pension insurance has been taken out and that the pension payments have been made.
* If the candidate is a ”Luotettava Kumppani” member in the [www.tilaajavastuu.fi](http://www.tilaajavastuu.fi) service, the contracting entity will check the informaiton there and no separate proof of this information is required.
 | Taxes paid; Yes **[ ]**  No **[ ]** or a payment plan has been made **[ ]** Statutory pension insurance payments have been made; Yes **[ ]**  No **[ ]** or a payment plan has been made **[ ]** **The tax authority's certificate of tax payment or a payment plan, attachment****Proof of pension insurance payments or a payment plan, attachment**       |
| **LIABILITY INSURANCE**The candidate must have a valid liability insurance policy, which covers the project-related activities in terms of work and materials.REPORTS TO BE ATTACHED: * The insurance company's certificate of liability insurance, the insurance amount and the validity of the insurance.
* If the candidate is a ”Luotettava Kumppani” member in the [www.tilaajavastuu.fi](http://www.tilaajavastuu.fi) service, the contracting entity will check the information there and no separate proof of this information is required.
 | Valid liability insurance; Yes **[ ]**  No **[ ]** **Proof of liability insurance validity,** **attachment**       |
| **TECHNICAL AND PROFESSIONAL QUALIFICATIONS** |
| **REFERENCES**The candidate must have at least three (3) references relevant to the purchase. The reference case must fulfill the authority obligations on professional application being made in terms of boat size (dimensions 6 - 15 m) and hull material. Boats made by a subcontractor to be used in this project can be used as references. The candidate may present 3-10 reference cases in order of importance based on their similarity to the purchase being made.If the candidate demonstrates compliance with the minimum requirements by relying on a subcontractor's references, the reference form must also be filled out with the subcontractor's information and the extent and subject of the subcontracting.The reference projects number 1-3 must have been carried out within the past three (3) years.REPORTS TO BE ATTACHED: * The reference form attached to the participation application and filled out regarding the candidate and any major subcontracting.

**Additional references in excess of the minimum requirements also affect the comparison. The comparison references can be more than three (3) but not more than ten (10) years old.** | The candidate is capable of providing at least the minimum required number of reference cases; Yes No **[ ]** **The candidate's reference list, attachment**       |
| **SUBCONTRACTORS**The subcontractors to be used in the project should be listed in the participation application. The candidate is responsible for the subcontractors' work just like their own work.Subcontractors are subject to the same minimum requirements and statutory obligations as the candidate.REPORTS TO BE ATTACHED: * A list of the subcontractors and their tasks.

The contracting entity reserves the right to separately request the same information about the subcontractors as have been provided about the candidate. | Will the company use subcontractors in the project; Yes **[ ]**  No **[ ]** If you answered Yes to the above question, please attach a list of the subcontractors and descriptions of their tasks.**Subcontractor list, attachment**       |
| **PERSONS RESPONSIBLE**For the delivery phase, the candidate must appoint a person or persons responsible for acting as the orderer's contact person and carrying out the purchase in relation to the orderer.As a minimum requirement the person responsible must have at least three (3) years' experience in the boat building industry and proof of at least three (3) previous successful boat building projects. | The candidate can appoint a person responsible; Yes **[ ]**  No **[ ]** The person(s) responsible have at least the required amount of work experience, Yes **[ ]**  No **[ ]**  |

|  |  |
| --- | --- |
| **INFORMATION AFFECTING THE COMPARISON** (the items below are not mandatory but will affect the comparison) | **THE CANDIDATE'S ANSWERS** |
| **QUALITY SYSTEM**The candidate has a valid and certified ISO 9001 quality system or another certified quality system suited for the industry, presented by the candidateREPORTS TO BE ATTACHED: * Proof of certification and its validity
 | The candidate has a certified and valid quality system; Yes **[ ]**  No **[ ]** **Quality certificate ISO 9001, attachment**      **Other applicable quality system certificate, attachment**       |
| **ENVIRONMENTAL SYSTEM**The candidate has a valid, certified ISO 14001 environmental system or other similar environmental system presented by the candidate.REPORTS TO BE ATTACHED: * Copy of certificate and its validity
 | The candidate has a certified and valid environmental system; Yes **[ ]**  No **[ ]** **Environmental certificate ISO 14001,attachment**      **Other applicable environmental system certificate, attachment**       |