



Dienst Justitiële Inrichtingen
Ministerie van Justitie en Veiligheid

Checklist

Appendix 2

Telephony for Detainees for DJI

Reference : IUC/IENA/NO/2021-04
Date : 16-9-2022
Version number : 1.0

Documents to submit with the Request to Participate

The Candidate must submit the following documents along with the Request to Participate:

No.	Document	Conditions	As applicable
A	European Single Procurement Document (ESPD)	Completed and signed in a legally valid manner	Depending on the Type of Tender, you must complete and submit one or multiple ESPDs. See Appendix 3 Explanation of the Types of Tender and how to complete appendices
B	Participation Form and Statement of Agreement	Completed and signed in a legally valid manner	For every Candidate, regardless of the type of tender
C	Reference Form	Completed and signed in a legally valid manner by the company that completed the reference contract (Candidate, Joint Venture, or a third party)	For every Candidate, regardless of the type of tender
D	Proof of registration in the Trade Register of the country of establishment	Not older than 6 months	Each of the companies that, based on the Type of Tender, had to submit a European Single Procurement Document, i.e. the Candidate, members of the Joint Venture, and third parties.
E	Power of attorney	Not older than 6 months	Only required if the trade register extract does not show your signatory authority

Documents to submit for verification

The Selected Candidate must submit the following documents for the verification step:

No.	Document	Conditions	As applicable
1	Gedragsverklaring Aanbesteden*	Not older than 2 years from the deadline for submission of a Request to Participate	Each of the companies that had to submit a European Single Procurement Document for Tenders, i.e. the Candidate, members of the Joint Venture, and third parties.
2	Statement from the Dutch Tax and Customs Administration*	Not older than 6 months from the deadline for submission of a Request to Participate	Each of the companies that had to submit a European Single Procurement Document with the Request to Participate. i.e. the Candidate, members of the Joint Venture, and third parties.
3	Specification of core competency 1	No specific format required	For every Candidate, regardless of the type of tender
4	Reference Form	The same form as previously appended to the Request to Participate, but now signed by the reference party	For every Candidate, regardless of the type of tender
5	Copy of ISO 27001:2017 certificate and associated	Valid when the contract was performed	For every Candidate, regardless of the type of tender

	Statement of Applicability, or an equivalent document as specified in Section 3.3.2		
6.	Statement of joint and several liability	Participation Form and Statement of Agreement, but now also signed by the members of the Joint Venture	Only if the Request to Participate was submitted by a Joint Venture
7.	Statement of access to third-party means	A legally signed written statement by a third party stating that this third party will actually be involved in the performance of this Contract and has means that it will make available	Only if the Candidate relies on a third party for financial or economic capacity or technical competency or professional authorisation
8.	Holding Statement	Signed in a legally valid manner - Statement based on Section 2:403 of the Dutch Civil Code - Guarantee provided by the parent company showing that the holding or the parent group will act as guarantor for the Candidate if the Contract is awarded, in full and unconditionally, for compliance with all obligations ensuing from the Agreement(s) to be entered into for the Contract.	Only when relying on the means of the holding

* Please be aware that it may take eight weeks to obtain the 'Gedragsverklaring Aanbesteden' and two weeks to obtain the statement from the Dutch Tax and Customs Administration. Make sure you put in your application in time.

Information for non-Dutch companies:

In the Netherlands, documents 1 and 2 ('Gedragsverklaring Aanbesteden' and Statement from the Dutch Tax and Customs Administration) for the verification step are issued only to companies that are based in the Netherlands. The Contracting Authority will, instead of these documents, also accept data and documents issued by the authorities in the country where the Candidate is based and that serve a similar purpose or that otherwise show that the grounds for exclusion do not apply to the Candidate.

Only if there are no such documents available in the Candidate's country of establishment can these be replaced by a statement under oath or a solemn declaration. The Candidate must then make this statement under oath or solemn declaration before a competent judicial or administrative body, a notary, or a competent professional organisation in the country of establishment, and must submit the signed statement or declaration as proof. If applicable, the Candidate can request a format for this statement or declaration from the Contracting Authority.