

**Selection Guidelines  
KSI BV  
project KSI  
Lot 1**

Author: Project team KSI  
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## Introduction

These selection guidelines give information on the selection criteria for the following lots of the KSI project.

KSI BV will be established by AEB Amsterdam, HVC Alkmaar, Coöperatieve Vereniging Midwaste Milieu U.A. and Afvalsturing Friesland NV (Omrin) Leeuwarden by the end of 2016 before contract award.

Lot 1 Processing process (process plant).

The tender will take place in accordance with the restricted procedure (niet openbare procedure) according to the Aanbestedingswet (de gewijzigde aanbestedingswet 2012, valid from July 1<sup>st</sup> 2016), which is the Dutch implementation of the Directive 2014/24/EC (Richtlijn gunnen van Overheidsopdrachten) on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts.

This means that the selection procedure will take place in two phases. In the first phase all interested parties can file a request to participate. Based on the information provided by the interested party, called candidate, KSI BV will determine which candidate will receive an invitation to tender in the second phase.

The award criteria is the most economically advantageous tender.

This Selection guideline contains a description of the project, the works, as well as information on the selection procedure. In this Selection guideline the criteria are mentioned which the candidate has to fulfil to receive an Invitation to Tender as well as the documents to be provided with the request to participate as evidence that the selection criteria are met.

This Tender is subject to financing being arranged, all necessary permits can be obtained and the approval of the shareholders of KSI BV, planned in Q1 2017.

KSI BV is not obliged to award the contract.

## 1 Description of the project and works

### 1.1 Description of the project

In order to attract the right parties into the selection procedure and to give candidates a better insight into what is expected a general description of the project is given below.

The “Kunststof Sorteer Installatie” (plastic packaging separation plant) KSI is designed for a yearly throughput of approx. 65.000 tons of plastic waste material.

As input to the sorting plant the following two (2) material descriptions can be given:

#### Nascheiding material

Midsize segregated plastic packaging waste material mainly from a MSW (municipal solid waste) plant that also contains so called ‘tetra-packaging materials’ and possibly also metal packaging materials (ferro / non ferro).

#### Source segregated material (bronscheiding)

Source segregated plastic packaging waste material that also contains so called ‘tetra-packaging materials’ and possibly also metal packaging materials (ferro / non-ferro) collected in a transparent plastic bag.

Further technical details will be submitted in the bid specification.

The scope of work consists of the detailed engineering, manufacturing, transport, erection, commissioning, trial operation, acceptance test and performance measurements of this lot (mechanical, electrical, control systems and utilities). Training of the operator and maintenance staff is part of the contract.

The plant will be built at the Omrin location at Heerenveen, The Netherlands.

### 1.2 Project phases

There will be various project phases as described in the Overall Project planning.

- Application in the EU journal (TenderneD) 01-09-2016
- Closing date for questions 22-09-2016 (11:00 am)
- Sending out answers to the questions 26-09-2016
- Receipt of requests to participate 07-10-2016 (11:00 am)
- Sending out Invitation to Tender to ‘prequalified candidates’ including Tender documents 24-10-2016
- Closing date for receipt of tenders 12-12-2016
- Clarification and evaluation of tenders Untill 24-01-2017

The date mentioned for ‘Receipt of requests to participate’ is a firm date, other dates can be subject to change.

The mechanical completeness date for Lot 1 is planned end of 2017. As some parts of the works interfere with the logistics of other lots these works have to be finished earlier.

### 1.3 Project organisation

The project will be lot wise contracted in 2 lots. Lot 1 Process Plant and lot 2 Civil and Infrastructure.

The technical project team of KSI BV will be responsible for overall project management. Contractors must meet the procedures of 'give and take information'.

After awarding all contracts mentioned above, KSI BV can enter into mutual consultation with the two (2) contractors (for the 2 lots) to take a joint legal form for executing their contracts. The engineering phase might be contracted separately and upfront of the erection phase, based upon availability of permits and approvals. KSI BV is not obliged to award the erection contract afterwards. Further information on the contracting procedure will be mentioned in the invitation to tender.

### 1.4 Description of the works

The works consists of plant items for waste sorting, such as:

- Dosing unit
- Bag opener
- Drum sieve
- Flat screen
- Wind sifter
- Magnetic separator
- Eddy current
- NIR-separator
- Ballistic separator
- Perforator
- Baler
- Container press

All other equipment and facilities are included i.e. belts, electrical, control systems and auxiliary equipment to operate the processes.

Civil works, will be provided by others. Input of loads and dimensions has to be provided.

### 1.5 Variants

Tenderers are authorised to submit variants. The minimum requirements to be met by the variants and any specific requirements for their presentation will be stated in the contract documents. Only variants meeting the minimum requirements laid down by KSI BV shall be taken into consideration.

## 2 Application

To be able to participate in this selection procedure you should subscribe as candidate and comply with the requirements as laid down in chapter 4 of this selection guideline. Subscription can be done by submitting one (1) copy of the fully filled out questionnaire (appendix 1 to this selection guidelines) and submitting the data requested.

### 2.1 Terms

- a) For the application only the original or a copy of the questionnaire attached to the selection guide should be used. The text of the questionnaire should not be retyped, extended or changed. If the questionnaire has insufficient space for answers, than the answers should be given in a separate attachment. These attachments should be numbered in accordance with the numbers of the questions.
- b) There were it is given in the questionnaire, separate appendices should be added. All appendices added should be numbered according to the numbering of the questions in the questionnaire. The number of pages every appendix consists of should be mentioned.
- c) The questionnaire should be signed by a legally accepted representative of the company.
- d) If the candidate consists of a group of economic operators each of the members of the group should fill out the questionnaire separately, and submit them jointly. Each of the members should submit the requested information. Changes in the composition of the group are not allowed during tendering. Changes after tendering need a written approval of KSI BV.
- e) When the contract is awarded to a group of economic operators the legal form taken by the group, has to implicate all parties are individually liable for the total value of the combined contract (VOF or comparable).
- f) In case of a concern only one company within the concern is allowed to subscribe.
- g) A company can only apply either as an individual or as a member of a group of economic operators. If applied as a group the companies within the group have to be mentioned as well as the lead-manager (in Dutch: 'penvoerder').
- h) All documents should be stated in the Dutch or English language.
- i) KSI BV can break off this tender at any moment, if so candidates/tenderers are not entitled to compensation of costs and damages.
- j) This tender is governed by the Aanbestedingswet.
- k) By sending a request to participate candidates agree to be bound by all the conditions of this selection guideline.
- l) This tender is subject to financing being arranged, all necessary permits can be obtained and the approval of the shareholders of KSI BV.
- m) KSI BV is not obliged to award the contract.

### 2.2 Filing of the application

The complete request for participation should be filed before October 7<sup>th</sup> 2016 11:00 am, attention of:

Mr. C.M. Sinke  
Project manager  
KSI BV  
P.O. Box 1622  
8901 BX Leeuwarden  
The Netherlands

Instead of sending your application by mail you can hand carry this to the offices of KSI BV, where you will receive a receipt at the reception. The visiting address is:

Mr. C.M. Sinke  
Project manager  
KSI BV  
Hidalgoweg 5  
8938 BA Leeuwarden  
The Netherlands

Subscription by fax or e-mail is not allowed.

The candidate is responsible for filing their request to participate in due time and good order.

### **3 Questions**

Questions in relation to the selection procedure can only be asked in writing and will only be answered by KSI BV in writing. Your questions can be put forward in writing to the address given chapter 2.

When submitting questions a clear reference to the mentioned selection procedure should be made.

If the question is answered, KSI BV will submit this question as well as the answer to all candidates.

All questions should be stated in Dutch or English language.

Questions submitted by e-mail must be confirmed by letter.

## 4 Qualitative Selection Requirements

### 4.1 General

This chapter contains the qualitative requirements which a candidate has to meet in order to qualify for the receipt of an invitation to tender. All requirements are considered to be minimum requirements.

The evaluation whether a candidate meets the criteria is based on the declarations made by the candidate in the filled in questionnaire (appendix 1), if corroborative evidence has to be provided such is mentioned below.

### 4.2 Personal situation of the candidate

Any candidate is requested to fill in and complete the Uniform European Tender Document (Uniform Europees Aanbestedingsdocument).

### 4.3 Suitability to pursue the professional activity

Any candidate is requested to prove its enrolment, as prescribed in his Member State of establishment, on one of the professional or trade registers (in the Netherlands: 'Kamer van Koophandel').

The evaluation whether a candidate meets this criterion is based on the declarations made by the candidate in the filled in questionnaire (appendix 1) and to provide an extract from the professional or trade register. This extract should represent the true state of the candidate at the time of filing.

### 4.4 Economic and financial standing

4.4.1 The candidate should have sufficient financial and economic standing, in view of rentability, solvability and liquidity, to complete the contract without KSI BV runs any financial risks.

The initial evaluation whether a candidate meets this criterion is based on the declarations made by the candidate in the filled in questionnaire (appendix 1).

*After a written request the candidate is obliged to file the following evidence of sufficient economic and financial standing within 14 days after receipt of a written request from KSI BV:*

The approved annual accounts of 2013, 2014 and 2015, consisting of the balance sheet as at the end of that year, the profit and loss accounts over that year, the explanatory notes to these documents and auditors reports, in accordance with Title 9 Book 2 of the Dutch Civil Code (BW) or as prescribed in his Member State of establishment.

If there is no audit report, the reason for its omission should be included.

4.4.2 The candidate should have sufficient financial and economic standing to be able to issue a bank guarantee equivalent to 10% of the contract price within 14 days after receipt of a written request from KSI BV. The bank guarantee should be provided by a bank or financial institution with its registered office in the EU.

The initial evaluation whether a candidate meets this criterion is based on the declarations made by the candidate in the filled in questionnaire (appendix 1).

4.4.3 The candidate should have in 2013, 2014 and 2015 an average annual turnover in industrial projects of at least € 10 million per year.

In the event the candidate is a group of economic operators, the requirement is that the joint turnover of the members complies with 125% of the turnover criterion and at least one of the members of the group must comply with 60% of the turnover criterion.

The evaluation whether a candidate meets this criterion is based on the declarations made by the candidate in the filled in questionnaire (appendix 1) and an audit report, concerning the annual turnover, by an accountant in accordance with Article 2:393 lid 1 of the Dutch Civil Code (BW), or as prescribed in his Member State of establishment.

#### 4.5 Technical and / or professional ability

##### 4.5.1 *Requirements with respect to experience*

The candidate should have executed in the last five years (prior to filing this application) at least 1 representative comparable projects, with respect to price, scope, capacity, complexity, quality etc.

As far as a reference has been executed as member of a group of economic operators, only the part that has been executed by the candidate can be used as a reference for evaluation purposes.

The initial evaluation whether a candidate meets this criterion is based on the declarations made by the candidate in the filled in questionnaire (appendix 1), the reference sheets (according to the model added as appendix 2) and by certificates of satisfactory execution. These certificates shall indicate the value, date and site of the works and shall specify whether they were carried out according to the rules of the trade and properly completed. Where appropriate, the competent authority shall submit these certificates to KSI BV direct.

##### 4.5.2 *Requirements with respect to organisation*

4.5.2.1 The candidate should state that he has an adequate organisation with sufficient high quality personnel for executing the contract properly and on time.

4.5.2.2 The candidate should have engineering capacity for the process, basic and detailed engineering as well as for the applicable specialism.

4.5.2.3 The candidate should possess (or has access to) the equipment, plant and technical facilities necessary for the execution of the works.

4.5.2.4 The candidate should state that the project management at side is fully capable in expressing in the English or Dutch language (verbal and writing).

In the case of a group of economic operators the members should jointly declare what the composition of the group will be and which party is lead-manager (in Dutch: 'penvoerder'). Furthermore it should be explained how the work will be divided between the members, this should describe the percentage of the expected turnover as well as a description of the executed work.

The initial evaluation whether a candidate meets this criteria is based on the declarations made by the candidate in the filled in questionnaire (appendix 1) and a plan and an overview of the organisational structure of the organisation must be included with tasks authorities and responsibilities of key personnel during the phases of design and execution.

#### *4.5.3 Requirements with respect to safety and safety management*

4.5.3.1 The candidate is able to take appropriate measures in case of emergencies or urgent circumstances.

4.5.3.2 The candidate should prove that the safety-, health and environmental aspects during execution of the works are covered and needs to be in the possession of a valid VCA-certificate, or certified safety management system or equivalent.

The evaluation whether a candidate meets this criteria is based on the declarations made by the candidate in the filled in questionnaire (appendix 1) and a copy of a valid safety-certificate.

#### 4.6 Requirements with regard to quality management

The candidate should possess a quality system based on or equivalent to the ISO-9001 norm.

The initial evaluation whether a candidate meets this criterion is based on the declarations made by the candidate in the filled in questionnaire (appendix 1) and a copy of the certificate certified by bodies conforming to the European standards series concerning certification (in the Netherlands: 'Raad voor Accreditatie').

If the candidate is not in the possession of a quality system based on or equivalent to the ISO-9000 norm, the candidate must prove a copy of the certificate certified by bodies conforming to the European standards series concerning certification (in the Netherlands: 'Raad voor Accreditatie') can be submitted before closing date receipt of tenders.

## 5 Selection procedure

Interested parties who believe to comply with the selection criteria as mentioned in chapter 4 of this selection guideline are enabled to subscribe in the selection procedure. Application should be done according to the procedure as given in chapter 2.

KSI BV will evaluate the applications which are filed within the stipulated time. The evaluation will be done by comparing the answers on the questions in the questionnaire and references, evidence etc with the selection criteria. KSI BV reserves the right to verify the submitted evidence etc.

### 5.1 Evaluation and ranking

#### 1. *Check on completeness*

The completed questionnaires, including appendices will be checked first for completeness. Missing answers and evidence can lead to disqualification. If you are, for whatever reason, not able to provide the required information complete, you should give the reason for this. Based on your arguments KSI BV will decide if this lack will lead to rejection, grant for completion of the lacking data or acceptance of the subscription.

#### 2. *Check on the personal situation*

Subsequently a check on the personal situation of the candidate will be performed. Based on the exclusion criteria as given in paragraph 4.2 it will be established if the candidate will be excluded from participation in the tendering procedure.

#### 3. *Check on minimum requirements*

Subsequently a check on the minimum requirements with respect to professional qualifications (paragraph 4.3), the economic and financial standing (paragraph 4.4), the technical ability (paragraph 4.5) and the requirement regarding quality management (paragraph 4.6), environment management (paragraph 4.7) and health and safety management (paragraph 4.8) will be performed. If the minimum demands are not met this will lead to exclusion.

### 5.2 Invitation to Tender

KSI BV will not limit the number of suitable candidates which shall be invited to tender. The minimum number of candidates intended to invite is five (5). Where the number of candidates meeting the selection criteria and the minimum levels of ability is below five (5), KSI BV might continue the procedure by inviting the candidate(s) with the required capabilities.

## **APPENDIX 1: Selection Guideline Questionnaire**

Subscribing for lot: \_\_\_\_\_

### **General**

Company name \_\_\_\_\_

Registered address \_\_\_\_\_

Postcode and city \_\_\_\_\_

Country \_\_\_\_\_

Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_

Registration number contracting party registration system \_\_\_\_\_

Legal form of the company \_\_\_\_\_

Company contact person \_\_\_\_\_

In case of a group of economic operators: the names of the members of the group

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The name of the lead-manager of the group

\_\_\_\_\_

Question	Yes	No
<b>4.2 Personal situation of the candidate</b>		
Did your company fill in and complete the Uniform European Tender Document (Uniform Europees Aanbestedingsdocument)?	0	0
<b>4.3 Suitability to pursue the professional activity</b>		
Is your company enrolled, as prescribed in his Member State of establishment, on one of the professional or trade registers (in the Netherlands: 'Kamer van Koophandel')?	0	0
<b><i>The following document should be attached to your application as appendix 4.3:</i></b>		
An extract from the professional or trade register.		
<b>4.4 Economic and financial standing</b>		
4.4.1 Does your company have sufficient financial and economic standing, in view of rentability, solvability and liquidity, to complete the contract without KSI BV runs any financial risks?	0	0
<i>(In case of a group of economic operators this question should be answered for the group as a whole by the lead-manager).</i>		
4.4.2 Does your company have sufficient financial and economic standing to be able to issue a bank guarantee equivalent to 10% of the contract price?	0	0
<i>(In case of a group of economic operators this question should be answered for the group as a whole by the lead-manager).</i>		
Name of the Bank: .....		
4.4.3 (a) What is your company's average annual turnover in industrial projects (in € # million)?		
2013: .....		
2014: .....		
2015: .....		
Average:		
4.4.3 (b) <i>In case your company is part of a concern:</i> Are your company's annual accounts consolidated with the parent company?	0	0
4.4.3 (c) <i>In case the previous answer is 'yes':</i> Does the parent company take full liability for the economic and financial standing of your company and for the performance of the contract?	0	0

Question	Yes	No
<p>4.4.3 (d) <i>In case the previous answer is ‘yes’</i>: Is the parent company enrolled, as prescribed in his Member State of establishment, on one of the professional or trade registers (in the Netherlands: ‘Kamer van Koophandel’)?</p> <p><b>The following document should be attached to your application as appendix 4.4:</b></p> <p>An audit report, concerning the annual turnover in the area covered by the contract.</p>	0	0
<p><b>4.5 Technical and / or professional ability</b></p> <p>4.5.1 Requirements with respect to experience</p> <p>Has your company executed in the last five years (prior to filing this application) at least 1 representative comparable project? <i>In case of a group of economic operators the group as a whole should meet this criterion.</i></p> <p><b><i>The following documents should be attached to your application as appendices 4.5.1.#:</i></b></p> <ul style="list-style-type: none"> <li>- Filled in reference sheets.</li> <li>- Certificates of satisfactory execution.</li> </ul> <p>The reference sheets and certificates should be numbered consecutively, starting with the most important references.</p> <p>4.5.2 Requirements with respect to organisation</p> <p>4.5.2.1 Does your company have an adequate organisation with sufficient high quality personnel for executing the contract properly and on time?</p> <p>4.5.2.2 Does your company have engineering capacity for the process, basic and detailed engineering as well as for the applicable specialism?</p> <p>4.5.2.3 Does your company possesses (or has access to) the equipment, plant and technical facilities necessary for the execution of the works?</p> <p>4.5.2.4 Is the project management at side fully capable in expressing in the Dutch or English language (verbal and writing)?</p> <p><b><i>The following documents should be attached to your application as appendices 4.5.2.#:</i></b></p> <ol style="list-style-type: none"> <li>1) Plan and overview of the organisation.</li> <li>2) Overview of task authorities and responsibilities of key personnel during design phase.</li> <li>3) Overview of task authorities and responsibilities of key personnel during construction phase.</li> </ol> <p><i>(In case of a group of economic operators this questions should be answered for the group as a whole by the lead-manager).</i></p>	0	0

Question	Yes	No
<p><b>4.5.3 Requirements with respect to safety</b></p>		
<p>4.5.3.1 Is your company able to take appropriate measures in case of emergencies or urgent circumstances?</p>	0	0
<p>4.5.3.2 (a) Will the safety-, health and environmental aspects during execution of the works be covered?</p>	0	0
<p>4.5.3.2 (b) Is your company in the possession of VCA-certificate, or equivalent certified safety management system?</p>	0	0
<p><b><i>The following document should be attached to your application as appendix 4.5.3.2:</i></b></p> <p>Copy of the safety management system certificate.</p>		
<p><b>4.6 Requirements with regard to quality management</b></p>		
<p>Does your company possesses a quality system based on or equivalent to the ISO-9001 norm?</p>	0	0
<p><b><i>The following document should be attached to your application as appendix 4.6:</i></b></p> <p>Copy of the certificate certified by a body conforming to the European standards series.</p>		
<p>If the candidate is not in the possession of a quality system based on or equivalent to the ISO-9001 norm, the candidate must prove a copy of the certificate can be submitted before closing date receipt of tenders</p>		

## Statement relating to Questionnaire

I, the undersigned, declare that I have answered all questions truthfully and have not provided any false information in submitting the evidence, references and statements. I am aware that and agree that KSI BV may verify the statements made and the evidence submitted. Should KSI BV wish to proceed the verification of information, then I, the undersigned, will render my assistance in such activity. I, the undersigned, will also cooperate in any investigation carried out by or on behalf of KSI BV into the 'origin of resources'.

Thus drawn up truthfully on (date) \_\_\_\_\_ - \_\_\_\_\_ - 2016 at \_\_\_\_\_(place),

by \_\_\_\_\_(legal representative)

of \_\_\_\_\_(company),

\_\_\_\_\_ (signature)

## APPENDIX 2: Model Reference Sheet

For the projects from your reference list the following reference sheet should be completed separately and attached to the questionnaire as appendix 4.5.# (Attention: In case of a group each of the members should complete this list for at least two reference works.)

In case of subscription for more than one lot these references have to be filled in for each lot separately.

1. Title of the project and place of execution of the works:

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2. Short description of the project:

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3a. Name of the contracting party:

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3b. Name of the construction management (in Dutch: 'bouwdirectie'):

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4a. Reference contracting party who can be approached:

Name: \_\_\_\_\_

Function/department: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code and city: \_\_\_\_\_

Telephone: \_\_\_\_\_

4b. Reference construction management ('bouwdirectie') who can be approached:

Name: \_\_\_\_\_

Function/department: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code and city: \_\_\_\_\_

Telephone: \_\_\_\_\_

5. Size of the project in EURO \_\_\_\_\_

6. Contract sum excl. VAT: \_\_\_\_\_ mln EURO excl. VAT

7. Date of contract: \_\_\_\_\_ (dd/mm/yy)

8. Duration of execution: \_\_\_\_\_ months

9. Start date of execution: \_\_\_\_\_ (dd/mm/yy)

10. Planned completion date: \_\_\_\_\_ (dd/mm/yy)

11. Actual completion date: \_\_\_\_\_ (dd/mm/yy)

12. Causes of delayed completion (if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Role in the project (Main, side or subcontractor)

\_\_\_\_\_

In case of a group, share of the candidate (in % of the contract sum as mentioned in question 7): %

In case of group: share of project execution.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Describe the quality assurance method in this project (if the quality has been assured with a project specific quality plan, this plan and experiences with the plan should be added as an appendix).

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15. Describe the Safety assurance method in this project (if the safety has been assured with a project specific safety plan, this plan and experiences with the plan should be added as an appendix)

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16. The candidate should enclose a short (one A-4) elaboration on:

- The relevance of the experience gained in this reference project.
- The advantages of this experience for the project KSI.
- The way in which the candidate thinks he can apply in the KSI project.

## APPENDIX 3: Checklist

Your request to participate contains, as far as applicable, of the items listed below. The front sheet of your application should contain a complete index of all documents which are filed.

### *Items to file:*

- Index of filed documents
- Completely filled in questionnaire (appendix 1)
- Signed statement relating to the questionnaire (appendix 1)
- Appendices to the filled in questionnaire:
  - 4.2 Uniform European Tender Document (Uniform Europees Aanbestedingsdocument)
  - 4.3 Extract from the professional or trade register  
(In the Netherlands: Kamer van Koophandel)
  - 4.4 Audit report concerning the annual turnover  
(In the Netherlands: Accountantverklaring)
  - 4.5.1.# Filled in reference sheets and certificates of satisfactory execution
  - 4.5.2.1 Plan and overview of the organisation
  - 4.5.2.2 Overview of task authorities and responsibilities of key personnel during design phase
  - 4.5.2.3 Overview of task authorities and responsibilities of key personnel during construction phase
  - 4.5.3.2 Copy of the safety management system certificate  
(In the Netherlands: VCA-certificaat)
  - 4.6 Copy of the ISO-9001 certificate