

All files must be numbered in accordance with the list below. Files must be emailed to office@ecc-veco.ru to the attention of tender support specialist. The subject of emails must be as follows: «*Contractor's name – Prequalification 2020*».

E.g., *ECC-VECO, LLC – Prequalification 2020*.

If the total size of all files exceeds 10 MB, the files must be sent out via numerous emails. In this case, the subject must also include the individual numbers of each of these emails among the total number of emails.

E.g., *ECC-VECO, LLC – Prequalification 2020, message 1 out of 3*.

Suppliers/subcontractors must also fill in and send [supplier/subcontractor questionnaire](#).

1. Corporate records

- 1.1. Current revision of the Charter with changes and additions and Federal Tax Service stamp;
- 1.2. Certificate of Incorporation of the new Business Entity or Independent Entrepreneur or a certificate of inclusion of data to the ERGUL or EGRIP lists (OGRN);
- 1.3. Certificate of registration with the tax authority (INN/KPP);
- 1.4. Document that confirms the authority of the Director (protocol, decision of election, order);
- 1.5. The 1st page of the passport of the contractor's Director;
- 1.6. Director's appointment order with an example of their signature or a copy of their bank card with an example of Director's signature;
- 1.7. Power of Attorney to sign the contract with an example of signature of the authorized representative – if the contract shall be signed by an authorized representative;
- 1.8. License – if the subject matter of the contract is an activity subject to licensing (SRO certificate, liability insurance certificate, accreditation certificate etc.);
- 1.9. Protocol (decision) of a body authorized to approve the contractor's agreements – if the agreement is required by law to be approved;
- 1.10. Information on current or completed in 2019 lawsuit proceedings with third parties and contractor's employees;
- 1.11. Up-to-date company data sheet specifying contractor's account details and Director's and Chief Accountant's contact details. The data sheet must contain contact details of a person responsible for payment processing. *This data sheet must be an editable document;*

2. Financial documents

- 2.1. Contractor's balance sheet and statement on financial results as for the last reporting date;
- 2.2. Documents confirming that the contractor has rights to real property assets at the physical address (certificate of ownership, lease agreement);
- 2.3. Documents confirming the ownership, lease or operating lease of vehicles – for expeditors and transport companies;
- 2.4. Data on average number of employees submitted to the Federal Tax Service or average number of agreements with subcontractors, co-contractors, transport companies etc;

3. Documents confirming that the contractor fulfills the requirements of Client and the contract with ECC-VECO

- 3.1. Organization chart specifying heads of the main departments and top management;
- 3.2. Alcohol and drug policies. Statistics on detection of violations of said policies;
- 3.3. For contractors providing equipment with operators or vehicles with drivers – copy of daily pre-trip medical check-up contract;
- 3.4. For contractors providing equipment or vehicles – confirmation of third-party liability insurance; comprehensive and collision car insurance, if available. This data must be provided as a summary table that lists equipment names, insurance companies and insurance periods;
- 3.5. Service quality policy;
- 3.6. HSE policy and HSE manager's contact details;
- 3.7. Statistics on violations of HSE requirements that resulted in LTI or oil/process liquid spills;
- 3.8. Copy of contractor's tuberculosis control program. Data on medical examinations of employees involved in providing services to ENL. Data on training of said personnel;
- 3.9. Copy of contractor's ethics policy;
- 3.10. Outstanding/unquashed conviction check program, if available.