To apply in a group and/or to make subcontracts

- **Legal Framework scheme (next slide)**

  The authorised representative is responsible for the application

  Once the contract is awarded **all the co-contractors are jointly liable** for all obligations

  Co-contractors cannot subcontract all the tasks

  The subcontractors have to be approved by Mercator Ocean

  Each co-contractor is liable for their subcontractor(s)
To apply in a group and/or to make subcontracts

**LEGAL FRAMEWORK**

- **Groups**
  - Co-contractor 1 (Authorised representative of the group) (CC1)
  - Co-contractor 2 (CC2)
  - Co-Contractor 3 (CC3)

- **Rights and obligations**
  - Subcontractor 1 (linked with CC2)
  - Subcontractor 2 (linked with CC2)
  - Subcontractor 3 (linked with CC3)
Invoicing and payment scheme (next slide)

Each co-contractor addresses invoices to Mercator Ocean.

Invoices are collected and sent by one person.

Each co-contractor is paid directly.

The subcontractors must address the invoices to the co-contractor with which they are in a contract.

The subcontractors can ask to be paid directly by Mercator Ocean. The invoices of the subcontractors must still be addressed to the co-contractor. The co-contractor indicates on its own invoice to Mercator Ocean the amount to be paid to each of its subcontractors.
How invoices and payments work

Process for invoices and payments

Invoices

- Co-contractor 1 (Authorised representative of the grouping) (CC1)
- Co-contractor 2 (CC2)
- Co-Contractor 3 (CC3)

Payments

- Subcontractor 1 (linked with CC2)
- Subcontractor 2 (linked with CC2)
- Subcontractor 3 (linked with CC3)
• **Technical documents to be submitted**
  – The Technical Proposal should be written as explained in the “Technical Proposal guidelines” (document - n° 11) and using the “Template for the technical proposal” (document - n°10)
  – For all the annexes required (see “Tender Regulations” document - n°1)
  – “Itemized prices” (document - n° 23)
You want to apply alone

- **Other documents to include:**
  - “Individual applications for an individual tenderer” (document – n°2)
  - “Capacity declaration of the candidates” (document – n°4)
  - “Price note” (document – n°24)
  - “Deed of commitment” (document – n°25)

  **If subcontracting:**
  - “Subcontracting declaration” (document – n°5)

  **If subcontracting and if needed**
  - “Capacity declaration of subcontractors” (document – n°6)

- **Please verify:**
  - The signatory is allowed to sign
  - The amounts on “Price note”, on the “Deed of commitment” and on the “Itemized prices” correspond
You want to apply within a group

- **Other documents to include:**
  - “Application letter for co-contractors of a grouping” (document – n°3) => 1 for each member of the group
  - “Capacity declaration of the candidates” (document – n°4) => 1 for each member of the group
  - Price note (document – n°24) => 1 for the entire group and signed by each member
  - Deed of commitment (document – n°25) => 1 for the entire group and signed by each member

  **If subcontracting:**
  - “Subcontracting declaration” (document – n°5)

  **If subcontracting and if needed**
  - “Capacity declaration of subcontractors” (document – n°6)
You want to apply on a groupment

- Please verify:
  - The signatories are allowed to sign
  - In the “application letter”, that the authorized representative has filled in the paragraph for the authorized representative
  - In the “application letter”, that the members have filled in the paragraph for the members of the group
  - The mandate given to the authorized representative is identical for all members
  - The amounts on “Price note”, on the “Deed of commitment” and on the “Itemized prices” correspond
• **Submit Online:**
  – Be aware that you have to create an account on MarchéOnline (the platform used) in order to send documents. It may take some time to fill in the registration form
  – Please make 1 PDF for each document

• **Submit by post or by hand:**
  – Every day from 9:00 to 17:00 at the Mercator Ocean office
  – The last day to submit is October 23rd, 2017 at 16:00 latest