



Marine Monitoring

# HOW TO APPLY



Implemented by





## 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

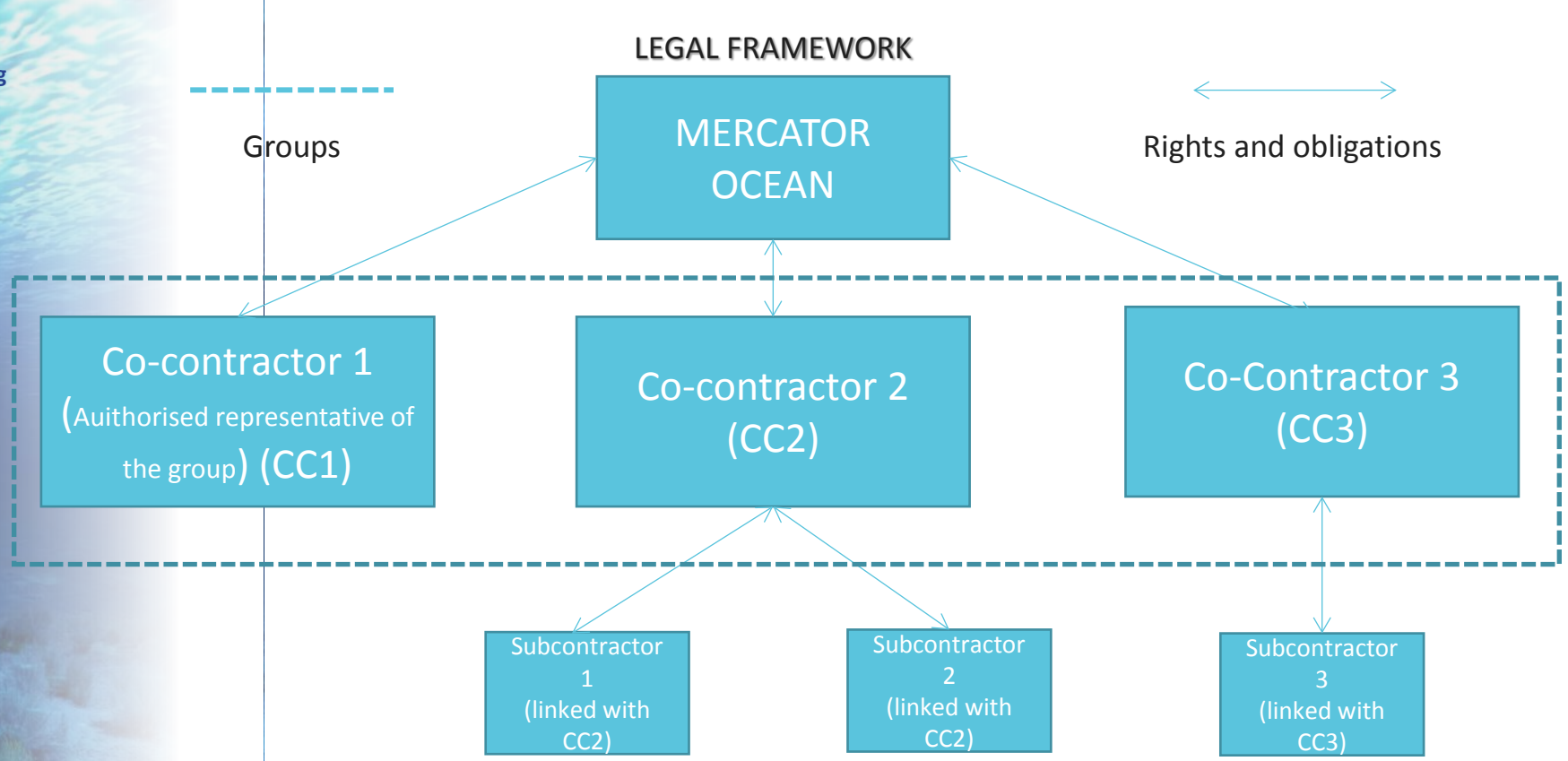
The subcontractors have to be approved by Mercator Ocean

Each co-contractor is liable for their subcontractor(s)



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To apply in a group and/or to make subcontracts





- **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

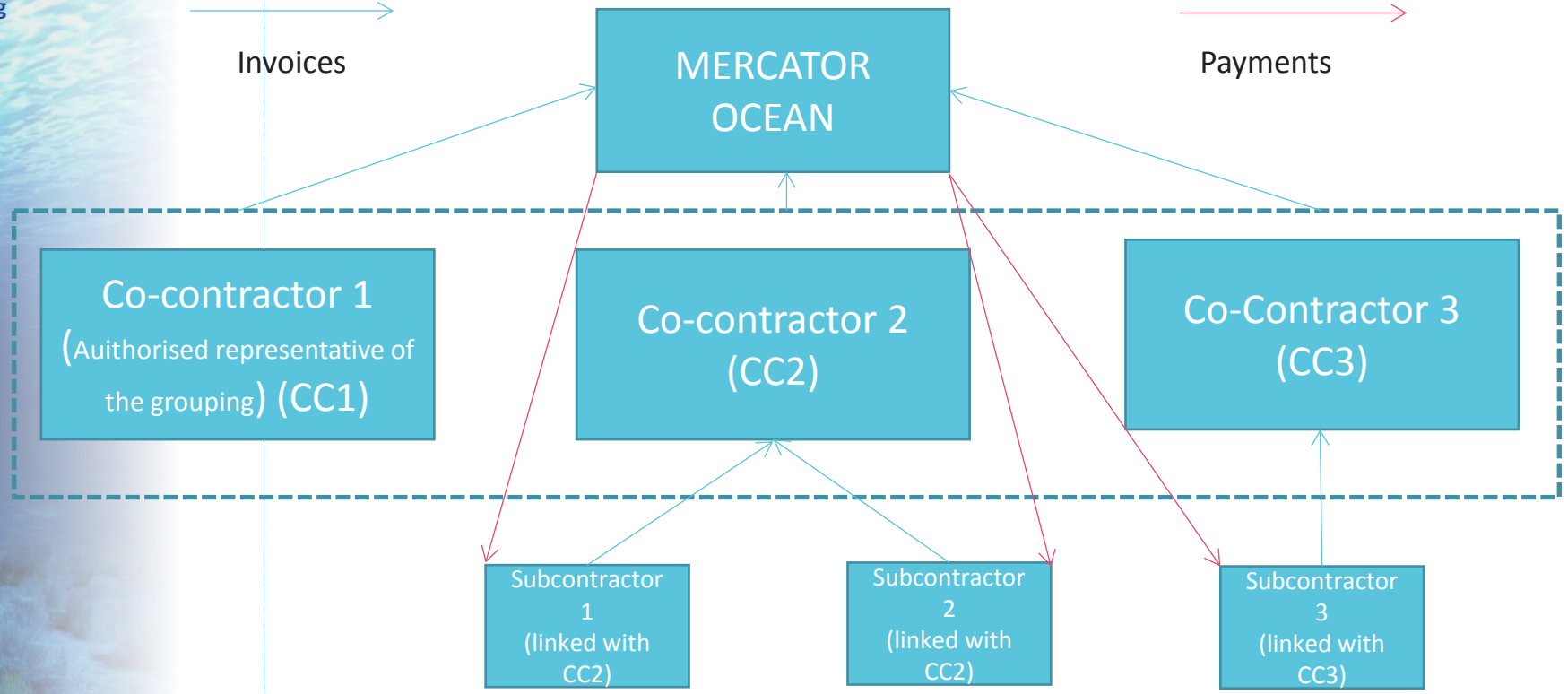
The subcontractors can ask to be paid directly by Mercator Ocean. The invoices of the subcontractors must still be addressed to the co-contractor. The co-contractor indicates on its own invoice to Mercator Ocean the amount to be paid to each of its subcontractors.



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# How invoices and payments work

## Process for invoices and payments





- **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



- **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



# Sending the application on time

- **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