



To: **Incoatec GmbH**  
**Max-Planck-Strasse 2**  
**D-21502 Geesthacht – Germany**

Email: *info@incoatec.de*  
*stricker@incoatec.de*

Reference: **Procedure for the acquisition of one microfocus source - CIG (Tender identification number) 8164695774**

Dear Gentlemen,

your offer has been correctly received and assessed as technically admissible.

Since we are a public administration, we are obliged to start the evaluation process to verify the suitability of the company for the conclusion of the contract.

Proof of the company's compliance with the criteria of a public tender, as per [eCertis](#) information, is provided with the following certificates:

- 1) Extract from judicial records of the members of the board of directors who have been granted legal representation, including instigators and general proxies, members of bodies with management or supervisory powers or individuals with powers of representation, management or control [**Auszug aus dem Bundeszentralregister / Führungszeugnis**];  
In order to simplify the identification of the individuals for whom such a certificate is requested, a simple copy of the company's "**Handelsregister Abteilung**", without a sworn translation into Italian, must also be attached.
- 2) Extract from register for trade and industrial offences [**Auszug aus dem Gewerbezentralregister**];
- 3) Certificate on the payment of taxes [**Bescheinigung in Steuersachen**];
- 4) Certificate on the payment of social security contributions [**Unbedenklichkeitsbescheinigung über die Zahlung von Sozialversicherungsbeiträgen**];
- 5) Certificate on the payment of contributions to a mutual indemnity association [**Unbedenklichkeitsbescheinigung der Berufsgenossenschaft**];
- 6) Statement of the court responsible for insolvency or bankruptcy proceedings [**Auskunft des zuständigen Insolvenzgerichts**].

The above mentioned certificates must be sent, in original, accompanied by a sworn translation in Italian. The Italian language version will have legal value, as it is at the tenderer's risk to ensure the fidelity of the translation.

All the above mentioned documents must be delivered to the contracting authority by 23 April 2020 to the following address: Corso Ferdinando Maria Perrone, 24 - 16152 Genoa (Italy), to the attention of the Procurement and Tender Officer Dr. Marco Campani; it is also suggested that all documentation be electronically advanced by email to the address *campani@iom.cnr.it*.





If the time limit laid down in the previous paragraph cannot be respected, a peremptory time limit will be set, failure to respect it will result in exclusion from the procedure.

The Procurement and Tender Officer

