



INSTITUTE OF COMMUNICATION AND COMPUTER SYSTEMS (ICCS)

NATIONAL TECHNICAL
UNIVERSITY OF ATHENS (NTUA)

SCHOOL OF ELECTRICAL AND
COMPUTER ENGINEERING 9, Iroon
Politechniou str., 15773, University
Campus, Zografou

Tel: 003021074024 Fax: 00302107722456 E-mail:

episey@central.ntua.gr

ΔΙΚΑΙΟΛΟΓΗΤΙΚΑ ΠΡΟΜΗΘΕΥΤΩΝ ΕΞΩΤΕΡΙΚΟΥ

Documents to be delivered by the supplier, before issuing an invoice, for total invoice value > 2.500,01€-30.000,00€ (VAT not included), according to 1) European Union Directive 2014/24/EU, and 2) Greek Law 4412/2016

According to Directive 2014/24/EU, as implemented in Greece, we hereby note the following.

Said documentation is prescribed in a generic wording within the aforementioned Directive and each Member State has the discretion to set forward the specific documentation that it shall impose within the procedure of public contracting.

Therefore, such documentation submission requirement is not unique and in any case is compulsory for ICCS as well as for any Research Institute based in Greece, thus it may not be ignored.

In view of the above, before issuing an invoice, for total invoice value > 2.500,01€ (VAT not included), the supplier must provide us with the following documents:

1. Documentation regarding the establishment, good standing and legal representation / incumbency of your entity. This means the form of your entity, the time and place of establishment and association, the individuals that legally represent it.
2. TAX CLERANCE CERTIFICATE from the pertinent Tax Authority of your establishment, substantiating that your entity has no pending tax liabilities.
3. PENAL RECORD of the legal representative(s) from the pertinent Authority of your establishment. This shall contain information regarding any potential penal convictions of the legal representative(s).
4. CLEARANCE CERTIFICATE for social security contributions. This means that any and all social security fees / liabilities are dully paid by your entity. It is to be issued by the pertinent Social Security Authority of your establishment.

Where the Member State in question does not issue such documents or certificates, or where these do not cover all the cases, they may be replaced by a declaration on oath or, in Member States or countries where there is no provision for declarations on oath, by a solemn declaration made by the person concerned before a competent judicial or administrative authority, a notary or a competent professional or trade body, in the Member State or country of origin or in the Member State or country where the economic operator is established.

This means that if any of the above is not obtainable, then you will replace the missing document with an official or notarized declaration of your legal representative that you fulfill the aforementioned prerequisites.

Please note that all documents have to be issued recently and they have to be valid up to the time of submission.

Please also note that we need both the original documents as well as their official translation in English.