ANNEX - X

CHECKLIST

DOCUMENTS REQUIRED FOR SUBMISSION OF TENDER

Technical tender

Document	Check
Tender Submission Form – **Annex I** – dated and signed.	
Declaration on honour - Exclusion Criteria - **Annex II** – dated and signed	
Financial ID Form – dated and signed by you. This form should also be dated and signed by your bank **OR** you can provide a copy of a bank statement (amounts blacked out) showing your name, address and IBAN code.	
Financial Offer	
Simplified balance sheet & profit and loss – **Annex III**	
Legal Entity Form – dated and signed by you and a copy of your VAT registration document.	
Subcontracting – Yes or No?	
Proof of Economic and Financial Capacity (Point 3.5 of the Tender specifications document)	
Technical and Professional Capacity (Point 3.6 of the Tender specifications document)	
Technical tender form **Annex IV** - Sample course plans x 4 languages / Quality Plan	
CVs – **Annex VI**	
IPR statements – **Annex VII**	

Signature of a duly authorised representative of the tenderer: _____

Date: _____