

ANNEX 8 – CHECKLIST OF DOCUMENTS TO BE SUBMITTED

The purpose of the table below is to provide an overview of the documents that must be included in the tender (marked with ✓), depending on the role of each economic operator in the tender (lead tenderer, partner in a joint bid, single tenderer, subcontractor). Some of the documents are only relevant in cases of joint tender or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each tender, if so indicated in the technical specifications.

Description	Single tenderer (with or without subcontractor)	Subcontractor (share >20% or capacity)	Lead tenderer	All other partners in a joint tender
Technical tender form (Annex 6)	✓		✓	
Technical tender	✓		✓	
Financial offer (price and breakdown of costs) (Annex 7)	✓		✓	
Administrative details				
Letter of submission of tender (Annex 2)	✓		✓ *	✓ **
Letter of intent for subcontractor (Annex 5)		✓		
Power of attorney (Annex 4)			✓	✓ ***
Evidence of exclusion criteria				
Declaration of honour (Annex 3)	✓	✓	✓	✓
Evidence of economic and financial capacity				
Declaration of honour (Annex 3)	✓	✓	✓	✓
Turnover form filled in (Annex 2.1.)	✓	✓ ****	✓	✓
Copy of Profit & Loss account for the last 2 financial years or other supporting documents (only in electronic copy or link to website)	✓	✓ ****	✓	✓
Evidence of technical and professional capacity				
Declaration of honour (Annex 3)	✓	✓	✓	✓
Technical capacity form filled in (Annex 2.2.)	✓	✓	✓	✓
References for clients and services provided during the past 3 years – To be provided with the tender	✓	✓	✓	✓
Evidence for the selection criteria A1, A2, A3, A4, A5, and B1, B2, B3, B4 - To be provided with the tender	✓	✓	✓	✓
Any other documents that serve to justify that the tenderer fulfils the criteria - To be provided on request	✓	✓	✓	✓

* Including in the form the partners and identified sub-contractors.

** If no lead tenderer has been appointed to represent the joint tender.

*** Ideally all the partners should sign on the same form. If that would not be possible, individual signed forms will be accepted.

**** If the subcontractor contributes to the tenderer's combined economic and financial capacity.