

## Annex 1. List of documents to submit with the tender or during the procedure

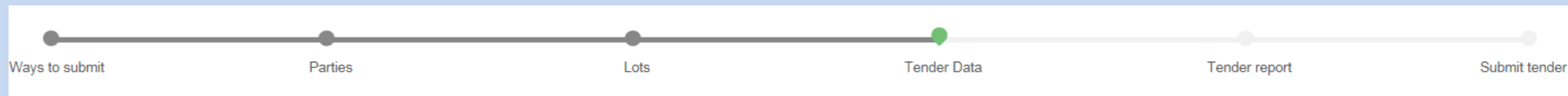
Description	Sole tenderer	Joint tender		Identified Subcontractor	Entity on whose capacity is being relied	When and where to submit the document?	Instructions for uploading in e-Submission (if applicable)	
		Group leader	Member of the group				How to name the file?	Where to upload?
<div>1. Identification and information about the tenderer.</div> <div>eSubmission view</div> <div><div><div></div>Ways to submit</div><div><div></div>Parties</div><div><div></div>Lots</div><div><div></div>Tender Data</div><div><div></div>Tender report</div><div><div></div>Submit tender</div></div>								
<b>Declaration on Honour on Exclusion and Selection Criteria</b> (see Section 3.1)  Model in Annex 2.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	With the tender in e-Submission	'Declaration on Honour'	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Declaration on Honour'
<b>Evidence</b> that the person signing the documents is <b>an authorised representative</b> of the entity <sup>1</sup>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			With the tender in e-Submission	'Authorisation to sign' documents'	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Other documents'
<b>Power of attorney</b> (see Section 2.4.1)  Model in Annex 3. Power of attorney”.			<input checked="" type="checkbox"/>			With the tender in e-Submission	'Power of attorney'	In the Group leader's section under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Other documents'

<sup>1</sup> A document that the Contracting authority can access on a national database free of charge does not need to be submitted if the Contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

<b>Commitment letter</b> (see Section 2.4.2 and 2.4.3)				<input checked="" type="checkbox"/> (model in Annex 5.1)	<input checked="" type="checkbox"/> (model in Annex 5.2)	With the tender in e-Submission	'Commitment letter'	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Other documents'
<b>Evidence of non-exclusion</b> (see Section 3.1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Only upon request by <i>the Contracting authority</i>  At any time during the procedure		
<b>Evidence of legal existence and status</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Only upon request by <i>the EU Validation services</i>  At any time during the procedure  In the Participant Register		
<b>Evidence of legal and regulatory capacity</b> (see Section 3.2.1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		With the tender in e-Submission	'Proof of registration'  'Authorisation to provide insurance services'  'Authorisation by FSMA'  'Company memorandum'	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Legal and regulatory capacity'

<b>Evidence of economic and financial capacity F1</b> (see Section 3.2.2)	The documents must be provided by all members of the group in a joint tender, subcontractors and third parties on which the tenderer relies to fulfil some selection criteria, to each involved entity separately	With the tender in e-Submission	‘Solvency certificate’  ‘Company credit rating’  ‘Financial statements’	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Economic and financial capacity'
<b>Evidence of economic and financial capacity F2</b> (see Section 3.2.2)	The documents must be provided by all members of the group in a joint tender, subcontractors and third parties on which the tenderer relies to fulfil some selection criteria, to each involved entity separately	With the tender in e-Submission	‘Social-security compliance’  ‘Tax compliance’	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Economic and financial capacity'
<b>Evidence of technical and professional capacity T1</b> (see Section 3.2.3)	The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion T1	With the tender in e-Submission	List of insurance contracts	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Technical and professional capacity'
<b>Evidence of technical and professional capacity T2</b> (see Section 3.2.3)	The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion T2	With the tender in e-Submission	'CV1' – 'CV5'  ‘Declaration on supporting documents’	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Technical and professional capacity'

## 2. Tender data.



*Failure to upload the following documents in e-Submission will lead to rejection of the tender.*

<b>Technical offer</b> (see Section 4.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				With the tender in e-Submission	'Technical tender'	Under section 'Tender Data' → 'Technical Tender'
<b>Financial offer</b> (see Section 4.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				With the tender in e-Submission	'Financial tender'	Under section 'Tender Data' → 'Financial Tender'

## 3. Tender report.

Once all information and documents have been encoded and uploaded in the e-Submission application and you consider that the tender is complete, the application will require you to download the Tender Report generated by the e-Submission application. It will have to be signed (hand signature or electronic signature) and uploaded, as explained in the [eSubmission Quick Guide](#).



<b>Tender report</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				With the tender in e-Submission	'Tender report'	Under section 'Tender report'
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