

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 contractor, partner in a joint bid, single contractor, subcontractor).

Some of the documents are only relevant in cases of joint bids 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 service provider	Subcontractor	Lead partner	Partner in 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 5.1)		✓ ****		
Letter of intent for third parties (Annex 5.2) *****				
Power of attorney (Annex 4)			✓	✓ ***
Evidence of exclusion criteria				
Declaration of honour (Annex 3) – Supporting documents to be provided on request	✓	✓ ****	✓	✓
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.)	✓	✓ ****	✓	✓
Evidence for selection criteria from A1, A2 and A4 - To be provided on request	✓	✓ ****	✓	✓
Evidence for selection criteria from A3, B1, B2 and B3 - To be provided with the tender	✓	✓ ****	✓	✓
References for clients and services provided during the last 5 years as well as 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 sub-contractors.

** If no lead contractor has been appointed to represent the consortium.

*** Ideally, all the partners should sign on the same form. If that would not be possible, individual signed forms will be accepted, where each partner is signing together with the lead partner.

**** Subcontractors whose share of the contract is above 30% or whose capacity is necessary to fulfil the selection criteria

***** Entity on whose capacity is being relied