Ref. Ares(2018)5232968 - 11/10/2018

ANNEX VI

CHECKLIST

The objective of the checklist is to help tenderers to check if their offer contains all the requested documents.

1. ADMINISTRATIVE OFFER

When submitting the offer, the following documents shall be placed in Envelope A:

DOCUMENTS/EVIDENCE TO BE PROVIDED	WHO SHOULD PROVIDE WHAT?		
	TENDERER / LEADER OF THE GROUP OF ECONOMIC OPERATORS (JOINT TENDER)	MEMBERS OF THE GROUP OF ECONOMIC OPERATORS (JOINT TENDER)	IDENTIFIED SUB-CONTRACTOR(S)
For IDENTIFICATION OF THE TENDER as indicated in Section 2.1. of the Tender Specifications			
Cover letter	Yes NB: do not forget to sign it	No	No
Tender submission form - Statement (Annex Ia)	Yes NB: do not forget to sign the Statement	Yes (the Sub-form for Members of the Joint Tender)	Yes (the Sub-form for Subcontractors)
Powers of attorney (Annex Ib)	Yes NB: The leader shall co-sign the Powers of attorney provided by the members of the Joint Tender	Yes NB: The Powers of attorney shall be filled in, dated and signed by each member of the Joint Tender and co-signed by the leader	No
Letter of intent proving the willingness of the subcontractor(s) to accept the tasks proposed to them by the	No	No	Yes

tenderer (Annex Ic)			
Legal entity forms and the supporting documents (Annex IIa / IIb / IIc)	Yes NB: do not forget to sign Annex II	Yes NB: do not forget to sign Annex II	No
Financial identification form and the supporting documents (Annex III)	Yes NB: do not forget to sign Annex III	No	No
For EXCLUSION AND SELECTION CRITERIA as indicated in Sections 4.1. and 4.2. of the Tender Specifications			
Declaration on honour on exclusion and selection (Annex IV)	Yes NB: do not forget to sign Annex IV	Yes NB: do not forget to sign Annex IV	Yes NB: do not forget to sign Annex IV

2. TECHNICAL OFFER:

When submitting the offer, the technical proposal shall be placed in Envelope B, as requested in point 2.2 of the tender specifications.

3. FINANCIAL OFFER

When submitting the offer, the following document shall be placed in Envelope C (and only there):

DOCUMENTS/EVIDENCES TO BE PROVIDED	WHO SHOULD PROVIDE WHAT?		
	TENDERER / LEADER OF THE GROUP OF ECONOMIC OPERATORS (JOINT TENDER)	MEMBERS OF THE GROUP OF ECONOMIC OPERATORS (JOINT TENDER)	IDENTIFIED SUB-CONTRACTOR(S)
Financial offer form (Annex V)	Yes NB: do not forget to sign Annex V	No	No

4. NUMBER OF COPIES

1 original, and 1 paper copy of the complete tender and one complete electronic version in a USB stick (**IMPORTANT: In addition to your tender complete scanned version, the duly filled in 'Tender forms' in the original pdf format - not signed and not scanned -** shall also be put on the USB stick; these forms – including those for joint tender members and subcontractors if it is the case - shall imperatively include all annexes)