

Your tender can be submitted on an electronic data storage device. Only a few key documents have to be submitted in the original on paper.

It is **no longer necessary to make copies** of your tender: one original of the paper documents, plus the electronic device with the rest of the documents, is enough.

Checklist before submitting your tender

<input type="checkbox"/>	I wrote, printed out, and signed a cover letter on paper.
<input type="checkbox"/>	I took the « Commitment Form » from the invitation to tender, I filled it in and signed it on paper, and I annexed the required signed paper documents to it.
<input type="checkbox"/>	I saved the required documents in electronic format on a data storage device in the respective folders.
<input type="checkbox"/>	I checked that the files can be opened and that the data storage device is not damaged.
<input type="checkbox"/>	I inserted the cover letter, the « Commitment Form » with its annexes and the data storage device in a robust envelope.
<input type="checkbox"/>	I closed the envelope, I sealed it with tape, and signed and stamped it across the tape.
<input type="checkbox"/>	I cut out the first address label from the invitation to tender and I fixed it to the envelope.
<input type="checkbox"/>	I put the name and address of my company on the envelope as sender.
<input type="checkbox"/>	I inserted this envelope into a second robust envelope: the external envelope.
<input type="checkbox"/>	I closed the external envelope, I sealed it with tape, and signed and stamped it across the tape.
<input type="checkbox"/>	I cut out the second address label from the invitation to tender and I fixed it to the external envelope.
<input type="checkbox"/>	I put the name and address of my company on the external envelope as sender.
<input type="checkbox"/>	I made sure that the tender is submitted before the deadline.