

Annex VI (EMA/2019/12/DED)

Checklist of documents which tenderers must submit

Tenderers are requested to include the completed checklist below with their tender response.

ELEMENT OF THE TENDER	TO SUBMIT
Letter enclosing the tender on the official letter headed paper of the tenderer and signed by an authorised representative of the tenderer.	
Technical tender (excluding financial tender).	
A completed tenderer information sheet and declaration on tender submission – Annex I .	
A detailed financial tender using the costing sheet attached in Annex II , and exclusive of VAT, signed by an authorised representative of the tenderer.	
A completed declaration relating to exclusion and selection criteria – Annex III .	
Documents mentioned as supporting evidence in Annex III (documents which cannot be submitted within the submission deadline must be provided as soon as possible thereafter)	
A completed minimum technical requirements declaration – Annex IV .	
A completed subcontractors form if applicable– Annex V .	
A completed checklist – Annex VI .	
Documentation requested to enable assessment of Award Criteria (point 16.1 above).	
Documentation requested to enable assessment of selection criteria (sections 13.2, 14.2 and 15.2 above)	