European Environment Agency

ANNEX 8 to the Tender Specifications

CHECKLIST OF DOCUMENTS TO BE SUBMITTED IN THE E-SUBMISSION APPLICATION

The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that shall be included in the e-Submission application (marked by ■), depending on the role of each economic operator in the tender (single/main contractor, subcontractor, for joint offers submitted by a consortium: coordinator/group leader, partner). Some of the documents are only relevant in cases of joint tenders submitted by a consortium, or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each tender.

Description		For joint tenders submitted by a consortium			
	Single/Main contractor	Coordinator or group leader in joint tender	All partners in joint tender	Sub-contractor	Where to fill in / upload a document in e-Submission
Tender Report	■	■			Generated by the e-Submission application once all information and documents below have been encoded and uploaded in the application[1]
Legal Entity Form	■	■	■	■[2]	'*Attachments*' section ->'*Legal and regulatory capacity*' tab
Supporting documents for the Legal Entity File Form	■	■	■	■[3]	'*Attachments*' section ->'*Other documents*' tab

[1] When the tender report is signed by hand, a scanned copy must be attached to the tender in e-Submission (for more information see Invitation to tender).
[2] Sub-contractor(s) shall not be required to fill out or provide those documents when the services they provide represent less than 20 % of the service contract's total estimated value.
[3] Sub-contractor(s) shall not be required to fill out or provide those documents when the services they provide represent less than 20 % of the service contract's total estimated value.

Financial Identification form (either signed & stamped by the bank or accompanied by a recent bank statement)	■	■			'*Attachments*' section ->'*Other documents*' tab
Declaration on exclusion criteria	■	■	■	■	'*Attachments*' section' -> '*Declaration on honour*'[4]
Evidence of Economic and financial capacity	■	■	■[5]	■[6]	'*Attachments*' section ->'*Economic and financial capacity*' tab
Evidence of Technical and professional capacity	■	■	■	■	'*Attachments*' section ->'*Technical and professional capacity*' tab
The following sections shall be provided in the tender; their absence would mean rejection of the tender for incompleteness:					
Technical Offer	■	■			'*Tender Data*' section ->'*Technical tender*' tab
Financial Offer	■	■			'*Tender Data*' section ->'*Financial tender*' tab

[4] When the declaration is signed by hand, a scanned copy must be attached to the tender in e-Submission (for more information see Invitation to tender).
[5] A duly completed and signed financial identification form must be submitted only for single tenderers or the leader of a consortium, while a simplified financial statement must be submitted by all partners of a consortium.
[6] Only if the main tenderer relies on the financial capacity of the sub-contractor(s).