

## 5\_CHECK LIST

List of documents to be submitted with the tender and during the procedure:

#	Required Documents	Check
1	<p><b><u>PAPER SUBMISSION</u></b> Technical offer in a separate sealed envelope Financial offer in a separate sealed envelope</p> <p><b>OR</b></p> <p><b><u>ELECTRONIC SUBMISSION</u></b> To be prepared One separate email for each documents requested, each file has to be nominated as follow adding the name of the supplier and the tender code (REF 788-2024)</p>	
2	<ul style="list-style-type: none"><li>• 1.2 Tender form filled in and signed</li><li>• Annex 1.2.1 Declaration of honour on exclusion and selection criteria (filled in and signed)</li><li>• Copy of certificates requested if available:<ul style="list-style-type: none"><li>- Chamber of Commerce registration,</li><li>- Tax Identification Certificate - valid tax registration,</li><li>- Certificate of Operation</li><li>- Valid Operations License</li></ul></li></ul>	
3	<ul style="list-style-type: none"><li>• 1.3.1 Legal Entity File filled in and signed</li><li>• Copy of Country Registration Certificate</li></ul>	
4	<ul style="list-style-type: none"><li>• 1.3.2 Financial and Economical capacity filled in and signed</li><li>• Financial Identification form filled in and signed</li><li>• Copy of the most recent Bank Statement</li><li>• Declaration of company insurance / valid document as proof of information, if applicable</li></ul>	
5	<ul style="list-style-type: none"><li>• 1.3.3 Technical and professional capacity filled in and signed</li><li>• Copy of PO/Reference with contact details as supporting document for the length of service, refer to point a), if applicable</li><li>• Reference Letters from your clients refer to point b), if applicable</li></ul>	
6	4 Financial Offer filled in and signed	