

5 CHECK LIST

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

#	Required Documents	Check
1	<p><u>PAPER SUBMISSION</u> Technical offer in a separate sealed envelope Financial offer in a separate sealed envelope</p> <p>OR</p> <p><u>ELECTRONIC SUBMISSION</u> To be prepared One separate email for each documents requested, each file has to be nominated as follow adding the name of the Service Provider and the tender code (REF 004-2025)</p>	
2	<ul style="list-style-type: none"> • 1.2 Tender form filled in and signed • Annex 1.2.1 Declaration of honour on exclusion and selection criteria (filled in and signed) • Copy of certificates requested if available: <ul style="list-style-type: none"> - Chamber of Commerce registration, - Tax Identification Certificate - valid tax registration, - Certificate of Operation - Valid Operations License 	
3	<ul style="list-style-type: none"> • 1.3.1 Legal Entity File filled in and signed • Copy of Country Registration Certificate 	
4	<ul style="list-style-type: none"> • 1.3.2 Financial and Economical capacity filled in and signed • Financial Identification form filled in and signed • Copy of the most recent Bank Statement • Declaration of company insurance / valid document as proof of information, if applicable 	
5	<ul style="list-style-type: none"> • 1.3.3 Technical and professional capacity filled in and signed • Copy of PO/Reference with contact details as supporting document for the lenght of service, refer to point a), if applicable • Reference Letters from your clients refer to point b), if applicable 	
6	4 Financial Offer filled in and signed	