

## 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 Service Provider and the tender code (REF 004-2025)</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>- Registration Certificate</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 lenght 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	