

5 CHECK LIST

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

#	Required Documents	Check
1	PAPER SUBMISSION Technical offer in a separate sealed envelope Financial offer in a separate sealed envelope OR ELECTRONIC SUBMISSION 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 007-2026)	
2	• 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: - Chamber of Commerce registration - Tax Identification Certificate - valid tax registration - Registration Certificate - Valid Operations License	
3	• 1.3.1 Legal Entity File filled in and signed • Copy of Country Registration Certificate	
4	• 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	• 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	• Financial Offer filled in and signed	