

5 CHECK LIST

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

#	Required Documents	Check
1	<u>PAPER SUBMISSION</u> Technical offer in a separate sealed envelope Financial offer in a separate sealed envelope <i>OR</i> <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 Tenderer and the tender code (REF 008-2026)	
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 length 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	