### Tender submission checklist

The checklist must be used to ensure that you have provided all the documentation for this tender and in the correct way. This checklist should be signed and included in the e-Submission application (see point 1 in the Invitation to tender).

**Please Tick ✓ the boxes provided**

|  |  |
| --- | --- |
| [ ]  | The technical tender (see section 3.3.1 in the Tender specifications)  |
| [ ]  | The financial tender (duly signed and unaltered annex II of the Tender specifications). |
| [ ]  | The duly completed, signed and dated Declaration of honour on exclusion criteria and selection criteria (see annex III of the Tender specifications). |
| [ ]  | The economic and financial capacity documents (see section 3.2.3 and annex VI in the Tender specifications) |
| [ ]  | The technical and professional capacity documents (see section 3.2.4 in the Tender specifications) |
| [ ]  | The duly completed Authorised Signatory Form (see annex IV of the Tender specifications) |
| [ ]  | The duly completed, signed and dated Legal Entity Form(s) (see annex VII of the Tender specifications) |
| [ ]  | The duly completed, signed and dated Financial Identification Form (see annex VII of the Tender specifications) |
| [ ]  | In the case of consortia, a consortium agreement and any other documents (see section 1.4 in the Tender specifications) |
| [ ]  | This tender submission checklist, completed, signed and dated (annex V of the Tender specifications). |
| **You should also ensure that:** |
| [ ]  | Your tender is formulated in one of the official languages of the European Union. |
| [ ]  | Both the technical and financial tenders are signed by the tenderer or his duly authorised agent. |
| [ ]  | Your tender is perfectly legible in order to rule out any ambiguity. |