## Annex 1. List of documents to be submitted with the tender or during the procedure

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Sole tenderer** | **Joint tender** | | **Identified Sub-contractor** | **Entity on whose capacity is being relied** (that is not sub-contractor) | **When and where to submit the document?** | | **Instructions for uploading in eSubmission (if applicable)** | |
| Group leader | Group member | How to name the file? | Where to upload? |
| 1. **Identification and information about the tenderer.**   *eSubmission view* | | | | | | | | | | |
| **Declaration on Honour on Exclusion and Selection Criteria** (see Section 3.1)  *model in Annex 2* | ☒ | **☒** | **☒** | **☒** | **☒** | | With the tender in eSubmission | 'Declaration on Honour' | With the concerned entity under 'Parties' 'Identification of the participant' 'Attachments' 'Declaration on Honour'.  For entities that are not subcontractors and on whose capacity the tenderer relies to fulfil the selection criteria, the document must be uploaded in the section of the sole tenderer or group leader: 'Identification of the participant' 'Attachments' 'Other documents'. |
| **Evidence** that the person signing the documents is **an authorised representative** of the entity[[1]](#footnote-2) (see Section 4.3) | ☒ | **☒** | **☒** |  |  | | With the tender in eSubmission | 'Authorisation to sign documents' | With the concerned entity under 'Parties'  'Identification of the participant' 'Attachments' 'Other documents'. |
| **Agreement/Power of attorney** (see Section 2.4.1) *model in Annex 3* |  | ☒ | ☒ |  |  | | With the tender in eSubmission | 'Agreement\_ Power of attorney' | In the group leader's section under 'Parties'   'Identification of the participant' 'Attachments' 'Other documents'. |
| **List of identified subcontractors** (see Section 2.4.2) *model in Annex 4* | ☒ | ☒ |  |  |  | | With the tender in eSubmission | 'List of identified subcontractors' | In the sole tenderer’s or the group leader's section under 'Parties' 'Identification of the participant' 'Attachments' 'Other documents'. |
| **Commitment letter** (see Section 2.4.2 and 2.4.3) |  |  |  | **☒** *(model in Annex 5,1)* | **☒** *(model in Annex 5,2)* | | With the tender in eSubmission | 'Commitment letter' | With the concerned entity under 'Parties'  'Identification of the participant' 'Attachments' 'Other documents'. |
| **Evidence of non-exclusion** (see Section 3.1) | ☒ | **☒** | ☒ | **☒** | ☒ | | Tenderers (sole tenderers/all group members in case of a joint tender) must provide the evidence when requested by the contracting authority and, in any event, if a tenderer is successful, before the award of the contract. Subcontractors and entities on whose capacity a tenderer relies to fulfil the selection criteria must provide the evidence only upon request by the contracting authority. | n.a. | n.a. |
| **Evidence of legal existence and status**  (see Section 2.3) | ☒ | **☒** | ☒ |  |  | | At any time during the procedure. In the Participant Register. | n.a. | n.a. |
| **Evidence of legal capacity** (see Section 3.2.1) |  |  |  |  |  | | With the tender in eSubmission | No specific requirements how to name the file(s). | With the concerned entity under 'Parties'  'Identification of the participant' 'Attachments' 'Legal and regulatory capacity'. |
| **Evidence of economic and financial capacity F1** (see Section 3.2.2) | **The documents must be provided only by the involved entities which contribute to reaching the minimum capacity level for criterion F1** | | | | | | With the tender in eSubmission | Duly filled in Simplified Financial Statements and supporting documents" (see link in last page of the Tender Specifications) | With the group leader or the sole tenderer under 'Parties'  'Identification of the participant' 'Attachments' 'Economic and financial capacity'. |
| **Evidence of technical and professional capacity** (see Section 3.2.3) | **The documents must be provided only by the involved entities who contribute to reaching the minimum capacity level for criteria T** | | | | | | With the tender in eSubmission | See requested evidence under 3.2.3 in the Tender Specifications | With the group leader or the sole tenderer under 'Parties 'Identification of the participant' 'Attachments' 'Technical and professional capacity'. |
| 1. **Tender data.**   *eSubmission view*    ***Failure to upload the following documents in eSubmission will lead to rejection of the tender.*** | | | | | | | | | | |
| **Technical tender** (see Section 4.2) | ☒ | ☒ |  |  |  | | With the tender in eSubmission | 'Technical tender' | Under section 'Tender Data' 'Technical tender' |
| **Financial tender** (see Section 4.2) *model in Annex 6* | ☒ | ☒ |  |  |  | | With the tender in eSubmission | 'Financial tender' | Under 'Tender Data' 'Financial tender' |
| 1. **Other.** | | | | | | | | | | |
| Legal entity form | ☒ | ☒ | ☒ |  |  | | With the tender in eSubmission | see link in last page of the Tender Specifications |  |
| Financial identification form | ☒ | ☒ | ☒ |  |  | | With the tender in eSubmission | see link in last page of the Tender Specifications |  |
| Authorised signatory form | ☒ | ☒ | ☒ |  |  | | With the tender in eSubmission | see link in last page of the Tender Specifications |  |

1. A document that the contracting authority can access on a national database free of charge does not need to be submitted if the contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document. [↑](#footnote-ref-2)