Annex I.B - Checklist (for each lot) [*complete the lot number*]

Please complete one checklist per lot and tick the boxes

Envelope ‘A2 – lot *[complete the number]*’ must contain original copies of:

|  |  |
| --- | --- |
|  | This checklist, completed, signed and dated |
|  | Statement of overall turnover and turnover for the last three years (see section 5.2.7) |
|  | Balance sheets (last three years) for which accounts have been closed (see section 5.2.7) |
|  | Declaration of a financial entity (see section 5.2.7) |
|  | Concise company profile (see section 5.2.7) |
|  | Description of organisational structure (see section 5.2.7) |
|  | List of main services (see section 5.2.7) |
|  | Mapping of PARFS (Annex IX) and PARFs (Project/Activity Ref. Forms- Annex X), (see section 5.2.7) |
|  | Mapping of CVs (Annex XI) and CVs (Annex XII) (see section 5.2.7) |
|  | Only for Lot 3, short description of premises, facilities, technical equipment (see section 5.2.7) |

In case of consortium, each member must provide:

|  |  |
| --- | --- |
|  | Consortium form in Annex VI completed, signed and dated |
|  | Declaration of Exclusion Criteria (Annex II),completed, signed and dated |
|  | Legal Entity Form (Annex III), completed, signed and dated, including all supporting documents |
|  | Administrative Form (Annex V) completed and including supporting document |
|  | Statement of overall turnover and turnover for the last three years (see sections 5.2.7) |
|  | Concise company profile (see sections 5.2.7) |
|  | List of main contracts (see sections 5.2.7) |

In case of subcontracting of more than 10 % of the work, subcontractor must provide:

|  |  |
| --- | --- |
|  | Subcontracting form in Annex VII completed, signed and dated |
|  | Declaration of Exclusion Criteria (Annex II), completed, signed and dated |
|  | Legal Entity Form (Annex III), completed, signed and dated |
|  | Administrative Form (Annex V) completed and including supporting document |
|  | Statement of overall turnover and turnover for the last three years (see sections 5.2.7) |
|  | Concise company profile (see sections 5.2.7) |
|  | Two PARFs (see sections 5.2.7) |
|  | CVs of staff related to subcontracted tasks (see sections 5.2.7) |

Envelope ‘B – lot *[complete the number]*’ must contain

|  |  |
| --- | --- |
|  | One signed original of the technical proposal (Project Management, Quality Assurance, Scenario when applicable) |
|  | Two copies of the technical proposal |
|  | One electronic copy of the technical proposal (USB memory stick or equivalent) |

Envelope ‘C – lot *[complete the number]*’ must contain

|  |  |  |
| --- | --- | --- |
|  | One signed original of the financial proposal |  |
|  | Two copies of the financial proposal |  |

You should also ensure that:

|  |  |  |
| --- | --- | --- |
|  | the inner envelope contains also a USB memory stick or equivalent (see section 4.4) with 1 electronic copy of each of the part (A, B and C) |  |
|  | Your offer is submitted in time and in accordance with the double envelope system as detailed in section 4.4 |  |
|  | You have confirmed your participation with Annex XXIV by email |  |
|  | The outer and inner envelopes are sealed |  |
|  | Both technical and financial offers are signed by a duly authorised representative |  |
|  | Your tender is formulated in one of the official languages of the European Union |  |
|  | Your tender is perfectly legible in order to rule out any ambiguity |  |

Full name of

the legal representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_