# ANNEX IX

**Document CHECKLIST**

**Print name: Signature: Date:**

***(of the Tenderer or authorised representative)***

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| **WHAT MUST BE INCLUDED IN THE TENDER SUBMISSION:**  **✓**  PLEASE TICK EACH BOX AND **RETURN THIS CHECKLIST**  TOGETHER WITH YOUR OFFER   * 1. **Technical Offer**   2. **Professional information** *(see Part 3 – Article 3.2.1)*   3. **Proof of financial and economic capacity** *(see Part 3 – Article 3.2. 2)*   4. **Proof of technical and professional capacity** *(see Part 3 – Article 3.2.3)*   5. **Legal Entity/** **Financial Identification Form**[[1]](#footnote-2) *(Annex I)* *signed and dated*   6. **Simplified Financial Statement** [[2]](#footnote-3) *(Annex II) signed and dated*   7. **Declaration on Honour on exclusion criteria** *(Annex III)* *signed and dated*   8. **Financial Offer** *(Annex IV) signed and dated*   9. **Consortium form** *(Annex VI) signed and dated* - *if applicable*   10. **Sub-Contractors form** *(Annex VII) signed* *and dated - if applicable*   11. **Administrative ID and Declaration form** *(Annex VIII) signed and dated*   12. **SITE VISIT**  proof of visit’ certificate*(signed by ENISA)*   *\*Please note: any total or partial omission of documentation requested may lead the Contracting Authority to exclude the tenderer from the rest of the procedure.* |

1. If you have provided a Legal Entity form to ENISA within the previous 12 months maximum and no details have changed in the meantime, then you may provide a photocopy of this previous form. [↑](#footnote-ref-2)
2. If you have provided a Financial Identification form to ENISA within the previous 12 months maximum and no details have changed in the meantime, then you may provide a photocopy of this previous form. [↑](#footnote-ref-3)