# ANNEX VI

**Sub-contractors form**

|  |  |  |
| --- | --- | --- |
|  | **Name(s)** | **Address** |
| **Tenderer**  (person authorised to sign contract) |  |  |
| **Sub-contractor 1\*** |  |  |
| **Sub-contractor 2\*** |  |  |

\* add additional lines for subcontractors if required.

As subcontractors for this tender, we confirm that we are willing to perform the tasks as specified in the tender documentation.

|  |  |  |
| --- | --- | --- |
|  | **Signature:** | **Date:** |
| ***Tenderer*** |  |  |
| *Subcontractor 1* |  |  |
| *Subcontractor 2* |  |  |
| *Subcontractor 3 …etc.* |  |  |

# ANNEX VII Checklist of documents

**to be submitted in the e-SUBMISSION application**

The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that must be included (marked by ◼) depending on the role of each economic operator in the tender (coordinator/group leader in joint bid, partner in joint bid, single contractor, subcontractor).

Some of the documents are only relevant in cases of joint bids or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each tender.

In case of a joint offer, for each partner, except the lead partner:

* the **Legal Entity form** and the **Power of Attorney of each partner**, must be filled in, signed by (an) authorised representative(s), scanned and uploaded in the corresponding section.
* the **Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest** must be filled in, signed by (an) authorised representative(s), scanned and uploaded in the corresponding section.

Hand written or electronic signature of the consortium leader who submits the tender is not required, since the signature of the ‘Tender Preparation Report’ implies that all included documents are signed by this party.

Documents that must be signed are marked with a signature icon (✍).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Consortium leader in joint offer** | **All partners in joint offer** | **Single Tenderer** | **Sub- contractor** | **Where to fill in / upload the document in**  **e-Submission** |
| Power of attorney of partners in joint bid indicating the group leader |  | ◼ ✍ |  |  | "Qualification" -> "Identification of the tenderer" under "Documents" |
| Legal Entity Form  Can be generated via the application from the section "Qualification" 🡪 "Identification of the Tenderer" 🡪 "[Party Name]" 🡪 "Documents" under the sub-section "Generate pre-filled documents" button "Legal Entity form" | ◼ | ◼ ✍ | ◼ | ◼ | "Qualification" -> "Identification of the tenderer" under "Documents"/ |
| **Description** | **Consortium leader in joint offer** | **All partners in joint offer** | **Single Tenderer** | **Sub- contractor** | **Where to fill in / upload the document in**  **e-Submission** |
| Supporting documents for the Legal Entity File Form | ◼ | ◼ | ◼ |  | "Qualification" -> "Identification of the tenderer" under "Documents"/ |
| Financial Identification form  <http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm> | ◼ |  | ◼ |  | "Qualification" -> "Identification of the tenderer" under "Documents" |
| Exclusion Criteria form  (Annex 1) | ◼ | ◼ ✍ | ◼ | ◼ | "Qualification" -> "Exclusion Criteria". |
| Evidence of Economic and financial capacity | ◼ | ◼ | ◼ |  | "Qualification" ->"Selection Criteria" -> "Financial and Economic Capacity" |
| Evidence of Technical and professional capacity | ◼ | ◼ | ◼ | ◼ | "Qualification" ->"Selection Criteria" -> "Technical and Professional Capacity" |

The following sections must be provided in the bid, their absence would mean rejection of the bid for incompleteness:

|  |  |  |
| --- | --- | --- |
| **Description** | **Consortium leader or single tenderer** | **Where to upload the document in**  **e-Submission** |
| Technical Proposal | ◼ | "Technical tender" |
| Financial Proposal | ◼ | "Financial tender" |

Once all information and documents have been encoded and uploaded in the e-Submission application and you consider that the tender is complete, the application will require you to combine the tender into one consolidated tender package. A ‘Tender Preparation Report’ will be generated by the e-Submission application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Consortium leader in joint offer** | **All partners in joint offer** | **Single or Main contractor** | **Sub- contractor** | **Where to upload the document in**  **e-Submission** |
| Tender Preparation Report | ◼ ✍ |  | ◼ ✍ |  | In Step 4 of the e-Submission wizard |