

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_contract/s/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