# ANNEX IX Document CHECKLIST

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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 (for each LOT you bid for)**
	2. **Electronic copy of Technical Offer** *(see Part 2 – Article 9b))*
	3. **Professional information** *(see Part 3 – Article 3.1)*
	4. **Proof of financial and economic capacity** *(see Part 3 – Article 3.2)*
	5. **Proof of technical and professional capacity** *(see Part 3 – Article 3.3)*
	6. **Legal Entity Form**[[1]](#footnote-1) *(Annex I)* *signed and dated*
	7. **Financial Identification Form**[[2]](#footnote-2) *(Annex II) signed and dated*
	8. **Declaration on Honour on exclusion criteria** *(Annex III)* *signed and dated*
	9. **Financial Offer** *(Annex IV) signed and dated*
	10. **Declaration by Authorised Representative** *(Annex VI)* *signed and dated*
	11. **Consortium form** *(Annex VII) signed and dated* - *if applicable*
	12. **Sub-Contractors form** *(Annex VIII) signed* *and dated - if applicable*

*\*The tenderers' attention is drawn to the fact that any total or partial omission of documentation requested may lead the Contracting Authority to exclude the tender from the rest of the procedure.* |

**Print name: Signature: Date:**

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

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-1)
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-2)