

**CHECKLIST FOR SUBMITTING AN OFFER:**

- Auto-declaration on exclusion grounds
- Identification sheet (filled in)
- Inscription in the trade register (copy)
- Inscription in the VAT register (copy)
- Copy of IATA license
- Statements of banks (copies) or
- Presentation of balance sheets or extracts (for 2 years)
- A statement of the educational and professional qualifications
- CVs of key staff
- A description of the technical equipment
- A description of the measures employed to ensure the quality of services
- The offer (prices in EUR)