

**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)
- Statements of banks (copies) **or**
- Evidence of professional risk indemnity insurance **or**
- Presentation of balance sheets or extracts (for 2 years)
- Or** a statement of the overall turnover and turnover concerning the works, supplies or services covered by the contract (up to 3 years)
- A statement of the educational and professional qualifications
- A description of the technical equipment
- A description of the measures employed to ensure the quality of services
- CVs or teacher profiles
- The offer (see Annex I)**