

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)
- List of services rendered
- A description of the measures employed to ensure the quality of services
- Indication of technicians or technical bodies involved
- Statement of average annual manpower
- Indication of subcontracting
- The offer (see Annex I)**