

**CHECKLIST FOR SUBMITTING AN OFFER:**

- Auto-declaration on exclusion grounds (Annex VIII)
- Identification sheet (Annex III filled in)
- Inscription in the trade register (copy)
- Inscription in the VAT register (copy)
- Statements from banks (copies), *and/or*
- Evidence of professional risk indemnity insurance, *and/or*
- Presentation of balance sheets or extracts, *and/or*
- A statement of overall turnover
- A list of comparable services and projects
- Detailed CVs of key staff
- Information on the tenderer's working languages
- Proof of the tenderer's ability to submit edited reports in English
- An indication of possible sub-contracting
- The offer (prices in EUR free of VAT; a budget for the activities; also stating daily rates used; estimated travel and subsistence expenses must be indicated separately)