

**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
- ❑ Details of the service providers average annual manpower and the number of managerial staff for the last three years
- ❑ The offer (prices in EUR free of VAT; estimated travel and subsistence expenses must be indicated separately)