Annex IX Checklist

Checklist of documents which tenderers must submit

**Tenderers are requested to include the completed checklist below with their tender response.**

| **ELEMENT OF THE TENDER** | **TO SUBMIT** |
| --- | --- |
| Letter enclosing the tender on the official letter headed paper of the tenderer and signed by an authorised representative of the tenderer. |  |
| Tender (excluding financial tender) in one original paper copy with one copy of all documents on CD-ROM, DVD or USB memory stick. To be submitted following the instructions on inner and outer envelopes in the invitation to tender letter. |  |
| A completed tender submission form– **Annex I.** |  |
| A completed declaration relating to exclusion and selection criteria – **Annex II**. |  |
| A detailed financial tender using the financial proposal form in **Annex V**,  signed by an authorised representative of the tenderer, clearly labelled and **submitted in paper copy in separate envelope and on separate CD-ROM, DVD or USB memory stick. Please refer to the Invitation Letter for details.** |  |
| A completed minimum technical requirements declaration – **Annex VII.** |  |
| A completed subcontractors form if applicable– **Annex VIII.** |  |
| A completed checklist – Annex IX. |  |