

ANNEX X - Checklist of Documents which Tenderers must submit

The checklist must be used to ensure that you have provided all the documentation for this tender and in the correct way. This checklist should be signed and included in envelope **A** of your tender.

Please tick the boxes provided to confirm that:

1. Envelope 'A' contains

A cover letter enclosing the Tender on the official letterhead paper of the Tenderer and signed by an authorised representative of the Tenderer. The cover letter shall contain:

- The name and the designation of the person who is authorised to sign the contract on behalf of the tenderer;
 - The written statement on the tenderer's acceptance of EBA's model contract without reservations;
 - The confirmation that the period of validity of the tender is as required in Section C.1.1.
- Completed Tenderer's Identification Form (**Annex VI**)
- Completed Legal Entity Form (**Annex VIII**)
- Completed Financial Identification Form (**Annex IX**)
- Information and documentation about the Tenderer's eligibility and capacity including:
- Original Declaration of Honour on Exclusion Criteria (**Annex IV**) as specified in **Section B.6.1**;
 - Duly completed and signed Tender Form (**Annex VII**);
 - Filled in Financial Capacity Form (**Annex V**);
 - Copies of all original certificates and documents on the Tenderer's capacity as specified in **Section B.6.2** issued by an official authority in the country of origin or provenance of the Tenderer;
 - Copies of the other documents required for the assessment of the selection criteria.

- If applicable, information and documentation on members of consortia and subcontractors as specified in **Section E**.
- This checklist filled in, signed and dated.

2. Envelope '**B**' contains:

- Technical proposal duly signed by the Tenderer's authorised representative on the front page and initialled on each page, in one (1) original and two (2) copies. Please use the Technical Proposal Form (**Annex II**)

3. Envelope '**C**' contains:

- Financial proposal duly completed and signed by the Tenderer's authorised representative, in one (1) original. Please use the Financial Proposal Form (**Annex III**)

You should also ensure that:

- Your Tender is formulated in one of the official languages of the European Union. EBA prefers however to receive documentation in English, although this does not constitute a selection or award criterion and will be ignored for the purposes of assessing the Tender.
- Both the technical and financial proposals of the offer are signed by the Tenderer or his duly authorised representative.
- Your Tender is perfectly legible in order to rule out any ambiguity.
- Your Tender is submitted in accordance with the double envelope system as detailed in **section C.3**.
- The outer and inner envelopes bear the information mentioned in **section C.3**.

Name:

Signature:

Date: