

Annex 4 Checklist of documents to be submitted

The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that must be included (marked by ■) depending on the role of each economic operator in the tender (coordinator/group leader in joint bid, partner in joint bid, single contractor, main contractor, subcontractor). Some of the documents are only relevant in cases of joint bids or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each tender.

Description	Coordinator or group leader in joint bid	All partners in joint bid	Single or Main contractor	Sub-contractor
Power of attorney of partners in joint bid indicating the group leader (see annex 3.1.3)		■		
Letter of intent of subcontractor (see annex 3.1.2)				■
Legal Entity Form (see annex 3.1.1) Download the form from : http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm	■	■	■	■
Supporting documents for the Legal Entity File Form	■	■	■	
Financial Identification form (see annex 3.1.1) Download the form from: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm	■		■	
Exclusion Criteria form (see annex 3.2.)	■	■	■	■
Evidence of Economic and financial capacity (see annex 3.3.1)	■	■	■	
Evidence of Technical and professional capacity (see annex 3.3.2)	■	■	■	■

The following Sections must be provided in the bid, their absence would mean rejection of the bid for incompleteness:

Description	Section	Coordinator or single tenderer
Technical Proposal (see annex 3.4.1)	3	■
Financial Proposal (see annex 3.4.2)	3	■