# ANNEX IX - 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 tenderer’s acceptance of the CEPOL’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 V**)

□ Completed Legal Entity form (**Annex VII**)

□ Completed Financial Identification form (**Annex VIII**)

□ Information and documentation about the Tenderer’s eligibility and capacity including:

□ Original Declaration on honour on exclusion criteria and selection criteria (**Annex IV**) as specified in **Section B.6.1** and **Section B.6.2.;**

□ Duly completed and signed Tender form (**Annex VI**);

□ Copies of all original certificates and documents on the successful 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.

□ All other evidence documents and the information required for the assessment of the selection criteria as specified in Section B.6.2.

□ 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 original signed copy and one electronic copy on CD, DVD or USB-stick. Please use the Technical Proposal Form (see **Annex II).**

3. Envelope **‘C’** contains:

□ Financial proposal duly filled in and signed by the tenderer’s authorised representative, in one original signed copy and one electronic copy on CD, DVD or USB-stick. Please use the Financial Proposal Form (see **Annex III**).

**You should also ensure that:**

□ Your Tender is formulated in one of the official languages of the European Union. CEPOL prefers however to receive documentation in English, although this does not constitute a selection nor award criteria and will be ignored for the purposes of assessing the Tender.

□ Both 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 envelops bear the information mentioned in **section C.3**.

Name:

Signature:

Date: