

**CHECKLIST FOR SUBMITTING AN OFFER:**

- Auto-declaration on exclusion grounds
- Identification sheet (filled in)
- Where applicable, inscription in the trade register (copy)
- Where applicable, inscription in the VAT register (copy)
- Statements of banks (copies) or
- Evidence of professional risk indemnity insurance or
- Presentation of balance sheets or extracts
- A statement of the educational and professional qualifications
- CVs of key staff
- A description of the technical equipment (if appropriate)
- A description of the measures employed to ensure the quality of services
- A list of principal services provided
- The offer (prices in EUR, a budget for the activities; also stating daily rates used; estimated travel and subsistence expenses must be indicated separately)