

4.2.5. 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	Section	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 Section 4.2.1)	1		■		
Letter of intent of subcontractor (see Section 4.2.1)	1				■
Legal Entity Form (see Section 4.2.1) Download the form from : http://ec.europa.eu/budget/execution/legal_entities_en.htm	1	■	■	■	■
Supporting documents for the Legal Entity File Form	1	■	■	■	■
Financial Identification form (see Section 4.2.1) Download the form from: http://europa.eu.int/comm/budget/execution/ftiers_en.htm .	1	■		■	
Exclusion Criteria form (see Section 3.1.1.2.1 and Section 4.2.2)	2	■	■	■	■
Evidence of Economic and financial capacity (see Section 3.1.1.2.1 and Section 4.2.3)	3	■	■	■	■
Evidence of Technical and professional capacity (see Section 3.1.1.2.1 and Section 4.2.3) Go to the following page to fill in the CV: http://europass.cedefop.europa.eu/europass/previous.action?locale_id=1	3	■	■	■	■
Evidence of Technical and professional capacity: project reference form (see Section 3.1.1.2.1 and Section 4.2.3)	3	■		■	

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 Section 3.1.1.2.2)	4	■
Financial Proposal (see Section 3.1.1.2.3) and section 4.2.4	5	■