

GO4CIRCULAR003 – Tender Checklist

No.	Documents and Forms	Tick as Appropriate
	Eligibility Criteria	
1	Statement on Conditions of Employment – Form	<input type="checkbox"/>
2	Declaration on the Minimum Hourly Rate of Workers – Form	<input type="checkbox"/>
3	Power of Attorney (if applicable) – Form	<input type="checkbox"/>
4	Data on Joint Venture (if applicable) – Form	<input type="checkbox"/>
5	UBO Declaration Form	<input type="checkbox"/>
	Selection Criteria	
6	Declaration Concerning Exclusion Grounds – Form	<input type="checkbox"/>
7	Declaration Concerning Selection Criteria – Form	<input type="checkbox"/>
	Technical Documentation	
8	Key Expert Form	<input type="checkbox"/>
9	Exclusivity and Availability Form (completed for each Key Expert)	<input type="checkbox"/>
10	Tenderer's Technical Offer (Organisation and Methodology)	<input type="checkbox"/>
11	Tender Requirement Specification Conformity Form	<input type="checkbox"/>
12	Evidence of Qualifications (for each Key Expert)	<input type="checkbox"/>
13	CVs of Proposed Experts	<input type="checkbox"/>
	Financial Offer	
14	Tender Form & Tenderer's Declaration	<input type="checkbox"/>
15	Financial Bid Form	<input type="checkbox"/>
	Additional Documents	
16	Sample reporting templates	<input type="checkbox"/>
17	Examples of similar assignments carried out during the last five years	<input type="checkbox"/>
18	Reference letters or evidence of previous experience	<input type="checkbox"/>

*This checklist is intended solely as guidance for tenderers and does not replace the requirements established in the tender dossier and technical specifications.