

Overview of Documents to be Submitted

This overview sets out, for the Request to participate under this tender procedure, which documents Candidates must submit together with the Request to Participate and which documents will only be requested by the Contracting Authority at a later stage. This overview reflects section 4.6 of the Selection Guide, as clarified by the answers provided in Question Rounds 1, 2 and 3.

This overview is provided for the convenience of Candidates only. It does not affect, and may not be relied upon to derogate from, the substantive requirements set out in the Selection guide (including the grounds for exclusion in Section 4.3 and the Suitability Requirements in Section 4.4). In the event of any inconsistency between this overview and the Selection or the Questions Rounds, the selection Guide and the published Question Rounds shall prevail.

	Description	With Request to participate	Upon Request	Comment
General declarations	Cover letter	X		See Section 4.2 of the Selection Guide.
	European Single Procurement Document (ESPD)	X		Must be validly signed by a person authorized to represent the Candidate; an electronic signature is accepted. May be submitted in Dutch, as generated via TenderNed; no English translations is required. If the Candidate relies on a subcontractor or third party, each such subcontractor or third party must also complete and validly sign its own ESPD, at least Parts II A and B and Part III."
Evidence relating to grounds for exclusion	Registration in the national professional or trade register	X		Must not be older than six (6) months at the time of submitting the Request to Participate. If such a certificate is not issued in the country of establishment, you must provide a declaration or sworn statement. In the Netherlands, an extract from the

				trade register of the Chamber of Commerce is sufficient for this purpose. (Section 4.3.4 of the Selection Guide).
	Declaration pursuant to Regulation (EU) 2022/576	X		By signing the ESPD and Appendix E, and where the Candidate relies on subcontractors or third parties, those subcontractors or third parties are not required to sign Appendix E separately.
	Dutch procurement conduct declaration (Gedragsverklaring Aanbesteden)		X	Must not be older than two (2) years at the time of submitting the Request to Participate. May be submitted in Dutch; no English translation is required. Candidates established outside the Netherlands may instead submit an equivalent document issued in their country of establishment, in accordance with Section 4.3.4 of the Selection Guide.
	Certificate of conduct for legal persons (VOG RP)		X	After notification of the award of the Agreement, the winning tenderer will be requested to apply for a VOG RP (Certificate of Conduct for Legal Persons). If the competent authority in the country of application (e.g. Justis in the Netherlands) refuses to issue the VOG RP, the Contracting Authority may decide to award the Agreement to the tenderer ranked second instead.
	Statement from the Dutch Tax and Customs Administration		X	Must not be older than six (6) months at the time of submitting the Request to Participate.



Suitability requirements	Coverage of liability risks		X	Only requested from the winning tenderer. A certificate issued by the insurer, confirming the type of cover, the applicable amounts and the validity period, is accepted instead of the full insurance policy (Section 4.4.1 of the Selection Guide).
	Auditor's report on the annual accounts		X	Only requested from the winning tenderer. The annual accounts may not contain a "going concern" paragraph. For Candidates qualifying as a "small" or "micro" legal entity, a review report or compilation report suffices (Section 4.4.2 of the Selection Guide).
	Appendix C – Reference Statement	X		A maximum of one reference assignment per Suitability Requirement is required (Section 4.4.3 of the Selection Guide). Additional reference assignments may be submitted for scoring under the Selection Criteria (Section 4.5). Only the contact details of the reference client are required. The Reference Statement need only be fully completed and signed by the reference client upon request, within five (5) working days, if the candidate is invited to the Tender Phase.

Note: the following requirements listed in Section 4.6 of the Selection Guide are not applicable to this tender procedure and are therefore not included in this overview: quality management system, environmental management system, information security management system, business continuity management system, availability guarantee, and occupational health and safety management system.

If economic operators decide to submit a request to participate jointly, the following applies to the supporting evidence referred to above:



- Subcontractor(s) – If you submit a request to participate with subcontractor(s), each subcontractor must provide the supporting evidence requested by the Contracting Authority, insofar as relevant to the subcontractor concerned.
- Consortium – If you submit a request to participate as a consortium, each member of the consortium must provide the supporting evidence requested by the Contracting Authority.
- Reliance on third party or parties – If you rely on one or more third parties in order to meet the suitability requirements, both you and the relevant third party or parties must provide the supporting evidence requested by the Contracting Authority, insofar as relevant.

Where supporting evidence is requested by the Contracting Authority, equivalent evidence and documents issued in another EU Member State are accepted, in accordance with Section 2.89(4) of the Dutch Public Procurement Act 2012 and Section 4.3.4 of the Selection Guide, provided that such evidence serves the same purpose as the evidence requested and demonstrates that the relevant ground for exclusion does not apply. Equivalent evidence issued in the United Kingdom is also accepted, as confirmed in the published Question Rounds, on the same conditions.

