



## Annex 0 – Checklist for Tenderers

This checklist summarizes the documents to be submitted with the Tender and the evidence that the Contracting Authority may request after submission. It must be read together with the Tender Document and any Memoranda of Information. All detailed requirements in those documents remain applicable.

### Documents to submit with the Tender

Submit the documents below via TenderNed before the deadline stated in section 1.2 of the Tender Document:

| Document                                    | What to submit                                                                                                                                                                                                                 | Action required                          |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| European Single Procurement Document (ESPD) | A fully completed and legally signed ESPD (see subsection 7.3.16), annex 10. Submit separate ESPDs for consortium members and, where applicable, entities whose capacities are relied upon, in accordance with section 7.3.17. | Complete, sign and upload in TenderNed.  |
| Quality award criteria                      | A (separate) response to each quality award criterion in section 5, observing the instructions.                                                                                                                                | Prepare answers and upload in TenderNed. |
| Prices and rates                            | Completed annex 1 'Prices and rates'.                                                                                                                                                                                          | Complete and upload in TenderNed.        |
| Reference assignment                        | One reference demonstrating the core competence and containing all information specified in section 4.3.1.                                                                                                                     | Prepare and upload in TenderNed.         |

### Evidence to submit only upon request

Do not submit the evidence below with the Tender. The Contracting Authority will request it from the top-ranked and second-ranked Tenderers. The evidence must be provided days after the request (see time schedule section 1.2 of the Tender Document).

| Evidence                                   | Requirements                                                                                                                                                                                                                     |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional or trade register extract     | No older than six months, calculated from the date on which the Tender was submitted, and showing the legal authority of the signatory. If the signatory is not listed, also provide the authorization described in section 4.4. |
| Certificate of Conduct for procurement GVA | No older than two years.                                                                                                                                                                                                         |
| Tax statement                              | No older than six months.                                                                                                                                                                                                        |

**Apply for the GVA in good time:** the application process may take several weeks.

For a consortium or an entity whose capacity is relied upon, submit the evidence for each relevant entity in accordance with section 7.3.17. Tenderers established outside the Netherlands may submit equivalent evidence as described in section 4.2.