

Checklist for submissions

Please refer to the list below and check that you have completed each of the steps. If you forget any of the steps below, your offer will be considered formally incomplete. This may lead to exclusion from the procedure.

I have signed my offer and (if possible) stamped it

I have submitted my offer within the specified period of time
by email (note time difference)

I have not made any changes to the Letter of Tender

I have given a clear gross fee in Euro (consisting of exactly one amount)

I have added a proposal for Lot 1 and/or Lot 2
(Annex 1.1 and Annex 1.2 Tender Letter)

I have completed Annexes 3 and 4 of the Letter of Tender,
also in the case of being an individual consultant