



## Tenderer`s Checklist

SRB/NEG/06/2015

### Provision of scanning and printing services & related services and accessories

In order to submit an offer in this Procurement Procedure the tenderer has to complete and submit all documents listed below:

Document	Check
Tenderer`s Offer	
Signed Cover Letter	
Legal Entity Form (LEF)	
Financial Identification (BAF)	
Declaration on Honour	
Statement of Subcontracting/Joint Offer <i>(if applicable)</i>	

The Tenderer`s Checklist and above mentioned documents should be duly signed by the authorised representative.

**The documents should be scanned and submitted by e-mail** to the following address: [SRB-PROCUREMENT@ec.europa.eu](mailto:SRB-PROCUREMENT@ec.europa.eu) before the deadline of **23/11/2015, 12:00 (Brussels time)**. Please note that the original hard copy of the offer including all accompanying documentation related to supporting the Declaration on Honour will be requested from the company to whom the contract is awarded.

Date:

Signature:

Name, title: