

**Breakdown of the documents that are to be submitted**

Offer letter together with offer
General Contractual Terms and Conditions
Service specifications
Price sheet
Assessment grid
Clearance declaration, self-declarations
Declaration regarding the forwarding of services
Trade registration, if applicable change in trade registration
Proof of the entry in the professional or commercial register or in the register of craftsmen (or equivalent proof)
Proof of corresponding business or professional liability insurance
References (at least 3 equivalent, comparable services with details of the order value, time of order as well as customers in the last 3 fiscal years)
Average number of employees in the last 3 fiscal years broken down according to professional groups
Details of the revenue of the company in the last 3 fiscal years
Details of the personnel available for the service for which a contract is to be awarded and description of the available technical equipment as well as its measures for quality assurance

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(Place, date)

(Name, stamp, legally binding signature)