

Annex III – Service concession ref. EMA/2014/35/RE

Summary checklist of documents which applicants must submit

1. Letter enclosing the proposal on the official letter headed paper of the applicant and signed by an authorised representative of the applicant (applicants should note that the Agency does not accept electronic/scanned signatures).
2. Proposal in one original paper copy with one copy of all documents on CD-ROM, containing the following elements:
 - Costing sheet (Annex I)
 - Information sheet on the applicant (Annex V).
 - Completed declaration in Annex II relating to Exclusion Criteria.
 - Documentation requested to enable assessment of Selection Criteria (points 9 and 10 above).
 - Documentation requested to enable assessment of Award Criteria (point 11 above).
 - A statement to confirm that information provided in response to this call for proposals is accurate and complete as at the date of submission and acknowledgement that the provision of false information, either knowingly or negligently, in response to this call for proposals could result in the applicant being excluded from future concession agreements with the Agency.
 - Confirmation of acceptance of the draft concession agreement and terms and conditions of call for proposals.
 - Applicants must enclose a confirmation that the proposal is valid for nine months from the final date for submission of the proposal.
 - An undertaking to inform the Agency promptly following any matter which would alter or add to any of the information given in response to this proposal.
 - Documents as requested in relation to proposed partnerships.
 - Proposals submitted by consortia or by groups of service providers must indicate the role, title and experience of each member or of the group.
 - **To be submitted in separate binders or folders, which must be clearly labelled**, a detailed financial proposal using the costing sheet attached in Annex I, and exclusive of VAT, signed by an authorised representative of the applicant.

END