



## Annex VI – Service concession ref. EMA/2016/43/RS

### Checklist of documents which applicant must submit

Applicants are requested to include the completed checklist below with their response.

ELEMENT OF THE APPLICATION	TO SUBMIT
Letter enclosing the application on the official letter headed paper of the applicant and signed by an authorised representative of the applicant.	
Application (excluding financial offer) in one original paper copy with one copy of all documents on CD-ROM, DVD or USB memory stick. To be submitted following the instructions on inner and outer envelopes in the invitation letter.	
A completed concession information sheet and declaration on submission – <b>Annex I</b> .	
A detailed financial offer using the costing sheet attached in <b>Annex II</b> , and exclusive of VAT, signed by an authorised representative of the applicant, clearly labelled and <b>submitted in paper copy in separate binders or folders and on separate CD-ROM, DVD or USB memory stick</b> .	
A completed declaration relating to exclusion and selection criteria – <b>Annex III</b> .	
A completed minimum technical requirements declaration – <b>Annex IV</b> .	
A completed subcontractors form if applicable– <b>Annex V</b> .	
A completed checklist – <b>Annex VI</b> .	
Documentation requested to enable assessment of Award Criteria (point 13.1. above).	

