

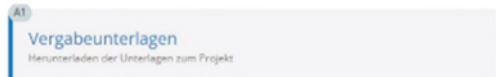
CHECKLIST for bidding companies

Dear bidding company,

Thank you for submitting your bid via the e-tendering platform. In order to keep your time expenditure as low as possible, but at the same time ensure that all necessary documents have been submitted, we would like to provide you with a checklist.

1. Tender documents (Vergabeunterlagen)

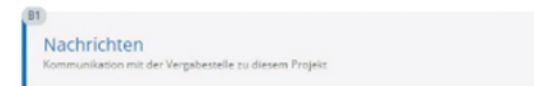
In the first step, click the button to download all the documents provided by the contracting authority for this project.



- ☐ Document "Award conditions" has been downloaded and read
- ☐ Document "Commercial conditions" has been downloaded and read
- ☐ Document "Request for quotation" has been downloaded and read
- ☐ Document "Price sheet" has been downloaded and read
- ☐ The required suitability documents are noted

1. Messages (Nachrichten)

If, after reviewing the documents, you have any questions regarding the price sheet or the required terms and conditions, you can contact us at any time using the "Messages" (Nachrichten) tab in the eProcurement area.



2. Set offer/price sheet

In this step, you can already enter your offer and the price sheet into the eVergabe platform.



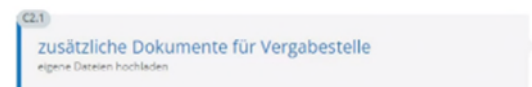
- ☐ All criteria listed in the bill of quantities/price sheet are shown in the offer

- ☐ The offer is dated and signed with the current date
- ☐ The offer was uploaded in the eProcurement platform
- ☐ The price sheet was completed and signed
- ☐ The price sheet has been uploaded in the eVergabe platform

3. Additional documents for awarding authority

In addition to the submission of the bid, it may be necessary to submit other important documents to the awarding authority, depending on the value of the contract or the awarding procedure. In order for a bidder to be consid-

ered in the evaluation of the procedure, these documents must be submitted in full.



- ☐ The **self-declaration** is signed and uploaded (if required)
- ☐ The **proof of references** has been uploaded (if required)
- ☐ **Proof of sales for the last 3 fiscal years** has been uploaded (if required)
- ☐ The **proof of the company profile** has been uploaded (if required)
- ☐ The **exclusivity statement** is signed and uploaded (if required)

4. verification/signature/submit

Great, you're almost there! In the last step we ask you to go through the checklist again to make sure that all check-boxes are ticked off.



If all checkboxes are ticked off, you can now finally submit the documents via the button "Verification/Signature/Submit".

Thank you for your participation in the process!

Your team from Fraunhofer IZI