

## Tenderer's Checklist

EMSA/NEG/05/2014  
Provision of Ships' Agency Services

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: [NEG052014@emsa.europa.eu](mailto:NEG052014@emsa.europa.eu) before the deadline of **14/04/2014, 12h00 (Lisbon time)**. Please note that an original hard copy of the offer including all accompanying documentation will be requested from the company to whom the contract is awarded.

**Date:**

**Signature:**

**Name, title:**