Tenderer Checklist

Procurement procedure:EMSA/NEG/7/2025

Title: Supply, Installation and Maintenance of Electric Vehicle Chargers

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 (checklist of minimum requirements, technical and financial offer) |  |
| Declaration of Honour (DoH) and related supporting documents |  |
| Signed cover letter |  |
| Legal entity form and related supporting documents |  |
| Authorised Signatory Form |  |
| Financial identification form and related supporting documents |  |
| Simplified Financial Statement and related supporting documents |  |
| *Agreement/Power of attorney (joint tenders) (if applicable)* |  |
| *Letter of commitment by identified subcontractors (if applicable)* |  |
| *Letter of commitment letter by an entity on whose capacities is being relied on (if applicable)* |  |
| **Other** |  |
| Evidence on Selection Criteria - Regulatory capacity |  |
| * Declaration of Honour |  |
| Evidence on Selection Criteria - Economic and financial capacity |  |
| * Duly completed and signed Simplified Financial Statement |  |
| Evidence on Selection Criteria *-* Technical and professional capacity |  |
| * List of at least 3 clients for which the same type of services has been provided in the last 3 years. |  |
| Elements for Award Criteria |  |
| * Quality Management System (QMS) or Policy implemented for contract management and projects execution |  |
| * Warranty period for all new EVC and accessories |  |
| * Price offer – Duly filled in Appendix 1 |  |

The Tenderer’s Checklist and above-mentioned documents (except those in Other) shall be duly signed by the authorised representative.

The documents shall be scanned and submitted by e-mail to the following address: **neg72025@emsa.europa.eu**. The time limit for receipt of the tender is on 29/04/2025 at 16:00 hrs Lisbon time. Please note that an original hard copy of the offer, including all accompanying documentation related to supporting the Declaration of Honour (DoH), may be requested from the company to whom the contract is awarded.

Date & Signature:

Name, title: