Tenderer Checklist

Procurement procedure:EMSA/NEG/8/2025

Title: Provision of legal 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 (technical and financial offer, using the **Financial Offer Template**) |  |
| Signed cover letter |  |
| Legal Entities and Bank Accounts Form and supporting documentation |  |
| Declaration of Honour (DoH) |  |
| List of identified subcontractors (if applicable) |  |
| 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) |  |
| Authorised Signatory Form and supporting documentation |  |
| Evidence on Selection Criteria   * Legal and regulatory capacity - For each team member, proof of the respective Bar registration * Technical and professional capacity - Table for Selection Criteria, Technical and Professional Capacity – Team Members CV. |  |
| Award Criteria:   * Description of the team * Methodology for contract implementation |  |

The Tenderer’s Checklist and above-mentioned documents shall be duly signed by the authorised representative.

The documents shall be scanned and submitted by e-mail to the following address: **NEG82025@emsa.europa.eu** . The time limit for receipt of the tender is on 01/07/2025 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: