

## Tenderer Checklist

### Procurement procedure: EMSA/NEG/11/2026

#### Title: Maintenance of Automatic Doors

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)	
Signed cover letter	
Authorised Signatory Form	
Declaration of Honour (DoH)	
Legal Entities and Bank Accounts Form and related supporting documents	
Simplified Financial Statement and related supporting documents	
<i>Agreement/Power of attorney (joint tenders) (if applicable)</i>	
<i>List of identified subcontractors (if applicable)</i>	
<i>Letter of commitment by identified subcontractors (if applicable)</i>	
<i>Letter of commitment letter by an entity on whose capacities is being relied on (if applicable);</i>	
Evidence on Selection Criteria - Legal and regulatory capacity <ul style="list-style-type: none"> <li>• Copy of the Permit issued by the Instituto dos Mercados Públicos do Imobiliário e da Construção -IMPIC or equivalent if issued outside Portugal.</li> </ul>	
Evidence on Selection Criteria - Technical and professional capacity <ul style="list-style-type: none"> <li>• List of at least 3 clients (company name, location, scope of services) where similar services (maintenance of revolving and sliding doors) have been carried out and finalised during last 5 years</li> </ul>	

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:

**neg112026@emsa.europa.eu**. The time limit for receipt of the tender is on 24/07/2026 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: