

Tenderer's Checklist

EMSA/OP/32/2015

Maintenance and enhancement of EMSA's e-learning programme

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>	
Other, as listed below:	

Document	Reference in the Offer	Check
For the proposed methods and approach to implement the contract requirements to perform the tasks and supporting tools		
Project approach overview		
Project management methodology and supporting tools		
Plan to acquire knowledge about the system		
Strategy to improve the quality of the system		
Proposal of how maintenance is addressed		
Design methodologies and supporting tools		
For each of the scenario's 1, 2 and 3:		
Project charter		
Project plan		

Gantt chart		
Project duration		
Work breakdown of the effort in person days per profile		
Allocation of tasks to team members		
Project status reports and flash reports template		
User documentation		
Software releases and release notes		
Installation, configuration and deployment manuals		
Impact and changes on the system		
For the team composition and distribution of responsibilities for the performance of the services		
Project team overview and composition		
Roles and responsibilities		
Documentary evidence of technical and professional capacity in the following areas with a list of comparable, relevant projects and systems in which the tenderer has participated and worked. This must include a description of the services with indication of the objectives, contracting parties, duration and budget.		
Detailed curriculum vitae of each of the profiles assigned to the project and their possible substitute		
For the price of the bid		
Fixed price for one year maintenance		
Fixed price for each of the profiles for enhancements		

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

Date:

Signature:

Name, title: