# Tenderer’s Checklist

Procurement procedure: EMSA/NEG/41/2016

Title:Insurance broking 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 Form (BAF) |  |
| Declaration on Honour |  |
| Statement of Subcontracting/Joint Offer *(if applicable)* |  |

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

Date:

Signature:

Name, title: