

Tenderer's Checklist

Procurement procedure:EMSA/NEG/3/2020

Title: Provision of Hotel, Catering, Conference and related services for the Annual European Coast Guard Event 2020

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 | |
| Financial identification | |
| Declaration of Honour (DoH) | |
| Statement of subcontracting / Joint offer <i>(if applicable)</i> | |

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:

NEG32020@emsa.europa.eu] before 16:00 hrs (Lisbon time) on **06/02/2020**. 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: