Tenderer’s Checklist

Procurement procedure:EMSA/NEG/1/2021

Title: Provision of legal services and advice EU Contract and Procurement Law, Litigation, and Portuguese Law (Lot 1) and on Maritime and Aviation Law (Lot 2)

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 (including Appendix I Financial offer template) |  |
| Signed cover letter |  |
| Legal entity form |  |
| Financial identification |  |
| Declaration of Honour (DoH) |  |
| Statement of subcontracting / Joint offer *(if applicable)* |  |
| Other:   * Supporting document for the Legal Entity Form (e.g. company registration), including evidence of power of the legal representative; * Supporting evidence for Selection criteria as described in the Tender Specifications. |  |

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

The documents shall be scanned and submitted by e-mail to the following address: **NEG12021@emsa.europa.eu** ] before 16:00 hrs Lisbon time on **28/01/2021**. 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: