

Tenderer's Checklist

Procurement procedure:EMSA/NEG/6/2023

Title: Bicycles related maintenance services and supply

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 (Annex B to the Tender Specifications - "Price list / Financial proposal") | |
| Signed cover letter | |
| Legal entity form | |
| Financial identification | |
| Declaration of Honour (DoH) | |
| The duly completed Authorised Signatory Form (Appendix I to the Tender Specifications) | |
| Statement of subcontracting / Joint offer (<i>if applicable</i>) | |
| Evidence on Selection Criteria - Technical and professional capacity: <ul style="list-style-type: none">List of clients (minimum 5) which are comparable to EMSA in terms of number of existing bicycles, covering at least the last two years. | |
| Annex A to the Tender Specifications - "Compliance Matrix" | |

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:

neg62023@emsa.europa.eu . The time limit for receipt of the tender is on 03/07/2023 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: