

Tenderer's Checklist

Procurement procedure: EMSA/NEG/8/2023

Title: Provision of Maintenance Services for Central Fire Detection System and Public Address System

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)	
Signed cover letter	
Legal entity form	
Financial identification	
Declaration of Honour (DoH)	
Statement of subcontracting / Joint offer <i>(if applicable)</i>	
The duly completed Authorised Signatory Form (Appendix A to the Tender Specifications)	
Other: Evidence on Selection Criteria - <i>economic and financial capacity</i> <ul style="list-style-type: none"> Self-declaration that the tenderer is not subject to restrictive measures (e.g., asset freezes and/or a prohibition on making funds or economic resources available) substantially affecting the performance of the contract 	
Other: Evidence on Selection Criteria - <i>technical and professional capacity</i> <ul style="list-style-type: none"> A document confirming at least three (3) years of relevant business activity on the market; List of main clients (at least 3) during the last three (3) years, where similar services were provided. The list shall include the name of the clients and the scope of the services; Detailed CV of each technician of the team responsible for carrying out the technical services, including their educational background, degrees, professional experience and possessed certificates; "BOSCH-FPA: Fire Panel Analogue - (level 3) or equivalent; "BOSCH-Praesídeo - (level 3) or equivalent; "BOSCH-Plena Vas" or equivalent; Catalogue of consumables (spare parts) and their price list. 	

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:
NEG82023@emsa.europa.eu.

The time limit for receipt of the tender is on 18/07/2023 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, may be requested from the company to whom the contract is awarded.

Date:

Signature:

Name, title: