

## Tenderer's Checklist

### Procurement procedure: EMSA/NEG/11/2023

### Title: Hazard Analysis and Critical Control Points (HACCP) auditing 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 technical offer and financial offer (Annex A to the Tender Specifications - Price list / Financial proposal)	
Signed cover letter	
Legal entity form	
Financial identification	
Declaration of Honour (DoH)	
Statement of subcontracting / Joint offer ( <i>if applicable</i> )	
Duly completed Authorised Signatory Form	
Evidence on Selection Criteria - regulatory capacity as per section 14.3.2 of the Tender Specifications: a) Relevant certification for the provision of HACCP services in the country of establishment.	
Evidence on Selection Criteria - technical and professional capacity as per section 14.5.1 of the Tender Specifications: b) List of clients (minimum 10), covering at least the last three years.	
Documents for Award criteria as per section 16. of the Tender Specifications: a) Proposed timeline for the emergency service on call basis, i.e. response time in case of emergency; number of days required to draft the report.	

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:

**neg112023@emsa.europa.eu**. The time limit for receipt of the tender is on 09/11/2023 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: