

Tenderer's Checklist

Procurement procedure: EMSA/NEG/10/2023

Title: Study on the identification of specific competences and training requirements for seafarers on ships using alternative fuels and energy systems for safe ship operations (TRAINALTER)

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 I to the Tender Specifications)	
Evidence requested under section 14.4.2 of the Tender Specifications: <ul style="list-style-type: none">Financial statements or their extracts for the last 3 yearsSelf-declaration	
Evidence requested under section 14.5.2 of the Tender Specifications: <ul style="list-style-type: none">CVs of each proposed team memberProof of previous projects for the same types of contracts	

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:

NEG102023@emsa.europa.eu. The time limit for receipt of the tender is on 15/01/2024 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: