

## Tenderer Checklist

### Procurement procedure: EMSA/NEG/6/2024

### Title: Corporate removal services for EMSA

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 using Appendix A)	
Signed cover letter	
Financial identification and supporting documents as request in section 11 b) of the Tender Specifications	
Legal entity form and supporting documents as request in section 11 c) of the Tender Specifications	
Declaration of Honour (DoH)	
List of identified subcontractors (if applicable)	
Agreement/Power of attorney (joint tenders) (if applicable)	
Letter of commitment by identified subcontractors (if applicable)	
Letter of commitment letter by an entity on whose capacities is being relied on (if applicable)	
Authorised Signatory Form	
Evidence on Selection Criteria – Economic and financial capacity - Simplified Financial Statement as requested in section 14.4.2. of the Tender Specifications	
Evidence on Selection Criteria – Technical and professional capacity - List of at least 6 corporate removal services provided in the last five years (year of the service provided and client's name) as request in section 14.5.2 of the Tender Specifications:	
Other: Methodology for contract implementation, including:  - Contact details and availability of the project manager, who will be the contact point for administrative and operational communication between the contractor and EMSA, and possible back-up - Minimum notice period required to arrange the removal services, - Description of any specific skills or trainings of the team used, - Description of the types of tools, equipment and packing materials available, - Description of the types of vehicles and transportation available, and - Description of available storage facilities.	

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:

**neg62024@emsa.europa.eu**. The time limit for receipt of the tender is on 31/05/2024 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: