

Tenderer's Checklist

Procurement procedure:EMSA/NEG/5/2025

Title: Provision of insurance broking 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 offer (technical and financial offer)	
Signed cover letter	
Legal entity form	
Financial identification	
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 by an entity on whose capacities is being relied on (if applicable)	
Authorised Signatory Form	
Evidence on Selection Criteria (regulatory capacity, technical and professional capacity) - according to sections 13.3 and 13.5 of the Tender Specifications	
Annexes A, B and C to the Tender Specifications	

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:

neg52025@emsa.europa.eu. The time limit for receipt of the tender is on 30/04/2025 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: