Tenderer Checklist

Procurement procedure: EMSA/NEG/4/2025

Title: Wall partitions and related 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 |  |
| Declaration of Honour (DoH) |  |
| Legal entity form and related supporting documents |  |
| Authorised Signatory Form and related supporting documents |  |
| Financial identification and related supporting documents |  |
| Simplified Financial Statement and related supporting documents |  |
| *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)* |  |
| Evidence on Selection Criteria – *regulatory capacity*   1. Copy of the respective certification from IMPIC or copy of Alvará de Construtor Geral class 1 or superior (also by IMPIC), or equivalent for other countries. 2. Duly completed and signed Declaration of Honour |  |
| Evidence on Selection Criteria - *technical and professional capacity*   * List of at least 3 (three) clients, within the last 3 (three) years, with information on the provision of similar services (including at least: year of services execution, type of client (private/ public entity), nature and value of the services). |  |
| Award Criteria   * Q1 - Period of quality guarantee * Q2 - Quality Management System |  |

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: **neg42025@emsa.europa.eu**. The time limit for receipt of the tender is on 12/06/2025 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: