Tenderer’s Checklist

Procurement procedure:EMSA/NEG/9/2025

Title: Automatic provision of Health and Safety at Work and Environmental Legal requirements

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 |  |
| Authorised Signatory Form |  |
| Declaration of Honour (DoH) |  |
| Legal Entity and Bank Accounts Form – and relevant supporting documentation |  |
| *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 *– Economic and financial capacity*   * Duly completed and signed Declaration of Honour |  |
| Evidence on Selection Criteria *- Legal and regulatory capacity*   * Duly completed and signed Declaration of Honour |  |
| Evidence on Selection Criteria *- Technical and professional capacity*   * List of at least three services provided in the last five years, including type of service, name of client, and dates. |  |
| Award Criteria, Quality Criteria 1 – Description of service delivery |  |

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: **neg92025@emsa.europa.eu** . The time limit for receipt of the tender is on 27/09/2025 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: