

## Tenderer's Checklist

### Procurement procedure: EMSA/NEG/5/2026

### Title: EMSA BCF Deinstallation, Move and Reinstallation 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 Entities and Bank Accounts Form	
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	
<b>Evidence on Selection Criteria</b> (technical and professional capacity – Section 14.5 of the Tender Specifications): <ul style="list-style-type: none"> <li>- List of at least 2 relevant previous Datacentre move and/or maintenance projects completed in the past 5 years, describing size and key elements of the projects;</li> <li>- Declaration, for each member of the proposed team, on proven experience in the installation of the equipment under Appendix of the Tender Specifications, involving at least 3 relevant projects in the past 5 years.</li> </ul>	

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: **NEG52026@emsa.europa.eu** ].

The time limit for receipt of the tender is on 10/04/2026 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: