

Tenderer Checklist

Procurement procedure: EMSA/NEG/2/2026

Title: Study on Waste from Ships

In order to submit an offer in this Procurement Procedure the tenderers has to complete and submit all documents listed below:

Document	Check
Tenderer's (technical and financial offer)	
Signed cover letter	
Legal Entities and Bank Accounts Form and relevant evidence	
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 and relevant evidence	
<p>Evidence on Selection Criteria:</p> <p><u>Legal and Regulatory capacity:</u> Duly completed and signed Declaration of Honour available on the Procurement Section of EMSA's website (https://emsa.europa.eu/procurement.html).</p> <p><u>Economic and financial capacity:</u> Duly completed and signed Simplified Financial Statement available on the Procurement Section of EMSA's website (https://emsa.europa.eu/procurement.html), and the relevant evidence as described in the Tender Specifications.</p> <p><u>Technical and professional capacity:</u></p> <p>As evidence for Section 14.5.1.A for the tenderer:</p> <ol style="list-style-type: none"> 1. Evidence that demonstrates that the tenderer has an arrangement with one or more shipping companies, to gain access to the operations of ships, and with port authorities/waste contractors, to have access to information, as requested in section 14.5.1.A.1. 2. A list of projects conducted by the tenderer, meeting the selection criteria laid down in section 14.5.1 A.2. This shall include the name of the project, the dates of the project, the customer/client, where it was conducted, the scope of work and the company's involvement in the project. <p>As evidence for Section 14.5.1.B for the Project team:</p> <ol style="list-style-type: none"> 1. The tenderer shall submit a duly completed Appendix I – Selection criteria Technical and Professional Capacity of the Project Team. 	

2. The tenderer shall submit a detailed CV of each member of the team.	
Award Criteria: Quality criterion 1 - project planning and methodology. Quality criterion 2 - proposed team, resources allocated, team organisation, and quality management standards.	

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:

NEG22026@emsa.europa.eu. The time limit for receipt of the tender is on 08/04/2026 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: