

Tenderer's Checklist

Procurement procedure: EMSA/NEG/7/2026

Title: Secure destruction of data carriers

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	
Legal Entities and Bank Accounts Form	
Declaration of Honour (DoH)	
Simplified Financial Statement	
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: <ul style="list-style-type: none"> a) Alvará de Licenciamento para a Realização de Operadores de Gestão de Resíduos or equivalent. b) Proof of registration in the SIRER- Sistema Integrado de Registo Electrónico de Resíduos. c) ISO 27001 certificate. d) ISO 9001 certificate. e) DIN 66399 certificate. 	
Evidence on Selection Criteria - economic and financial capacity: <ul style="list-style-type: none"> - Duly completed and signed Simplified Financial Statement and related evidence 	
Evidence on Selection Criteria - technical and professional capacity <ul style="list-style-type: none"> - List of main clients for which the same type of services has been provided in the last 5 years with a minimum of two european/international clients 	
Award criteria <ul style="list-style-type: none"> - Q1 - Delivery time following a request, placed before 12h00, for: one 240L container for paper and one 500L container for electronic/electric equipment - Q2 - Start time following a request, placed before 12h00, for 3 months of archive 	

and document management services	
- Price criterion - Appendix 1	

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:

neg72026@emsa.europa.eu]. The time limit for receipt of the tender is on 17/04/2026 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: