

Tenderer Checklist

Procurement procedure: EMSA/NEG/9/2026

Title: Consultancy services for project HVAC water pipe design

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)	
Authorised Signatory Form	
<i>List of identified subcontractors (if applicable)</i>	
<i>Agreement/Power of attorney (joint tenders) (if applicable)</i>	
<i>Letter of commitment by identified subcontractors (if applicable)</i>	
<i>Letter of commitment letter by an entity on whose capacities is being relied on (if applicable)</i>	
Evidence on Selection Criteria - <i>regulatory capacity</i> 1) Declaration or document issued by Ordem dos Engenheiros. 2) Duly completed and signed Declaration of Honour	
Evidence on Selection Criteria - <i>technical and professional capacity</i> 1) Information (client name and technical description) on five (5) HVAC projects done in the last three years.	
Award Criteria: <i>(details in the Invitation to tender)</i> Q1) Proposed approach, methods and supporting tools to implement the contract. The tenderer shall detail, as a minimum, the following topics: a) Proposed approach overview b) Methodology and supporting tools to collect, analyse the information and design the new solution. Q2) Proposed team. The tenderer shall provide, as a minimum a diagram with a proposed team. For each team member: a) a description of responsibilities within the team b) a breakdown of tasks.	

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:

neg92026@emsa.europa.eu. The time limit for receipt of the tender is on 15/05/2026 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: