

## Tenderer's Checklist

**Procurement procedure:** EMSA/OP/21/2017

**Title:** Provision of Interim Services for the European Maritime Safety Agency (EMSA) and the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)

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   |       |
| Financial statements for the last three years for which accounts have been closed.   |       |
| A company portfolio presenting the company   |       |
| List of companies or organisations (or equivalent) to which the tenderers have provided interim services in the last 3 years;  |       |
| At least 1 CV of individuals currently available per each compulsory category (listed in PART A of Appendix 1) and for each period of relevant experience: 0-4 years and 4+ years.   |       |
| Description of a methodology that the tenderer uses to evaluate the skills (including language skills: English and any other languages) and qualifications of individuals for the different categories of interim personnel. |       |
| Number and type of profiles of individuals currently available in the tenderer's database, presented by the categories and periods of relevant experience listed in Appendix 1.  |       |
| Description of how the administrative formalities for entry into service, replacement and exit of interim personnel are fulfilled.   |       |
| Signed Cover Letter  |       |
| Legal Entity Form (LEF)  |       |
| Financial Identification (BAF)   |       |
| Declaration on Honour  |       |

|  |  |
|--|--|
| Statement of Subcontracting/Joint Offer <i>(if applicable)</i> |  |
|--|--|

The Tenderer's Checklist, the Cover letter, LEF, BAF, Declaration on Hour and Statement of Subcontracting/Joint Offer(if applicable) should be duly signed by the authorised representative.

Date:

Signature:

Name, title: