

## Tenderer's Checklist

**EMSA/NEG/25/2014**

### **Provision of 5 new city model bicycles and related maintenance 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	
Signed Cover Letter	
Legal Entity Form (LEF)	
Financial Identification (BAF)	
Statement of Subcontracting/Joint Offer <i>(if applicable)</i>	
Declaration on Honour	
Completed Annex 1	

The Tenderer's Checklist and above mentioned documents should be duly signed by the authorised representative.

The documents should be scanned and submitted by e-mail to the following address: **NEG252014@emsa.europa.eu** before the deadline of **Monday, 07th July 2014, 17:00h** (Lisbon time). Please note that an original hard copy of the offer including all accompanying documentation will be requested from the company to whom the contract is awarded.

**Date:**

**Signature:**

**Name, title:**