

Tenderer's Checklist

EMSA/NEG/60/2014

“Provision of 10 electric height adjustable office desks, 10 compatible PC holders, 14 seated office desks & 3 rolling cabinets”

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>	
Appendices 1 & 2	

The Tenderer's Checklist and above mentioned documents (except those in Other) should be duly signed by the authorised representative.

The documents should be scanned and submitted by e-mail to the following address: NEG602014@emsa.europa.eu before the deadline of **Wednesday 12th November 2014, 17:00 (Lisbon time)**. Please note that an original hard copy of the bid will be requested from the company to whom the contract is awarded.

Date:

Signature:

Name, title: