

Tenderer's Checklist

EMSA/NEG/54/2015

Carpentry works and supply of tailor made furniture

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)	
Declaration on Honour	
Statement of Subcontracting/Joint Offer <i>(if applicable)</i>	
Appendix B – Price grid, attached to the Tender Specifications	

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: NEG542015@emsa.europa.eu before the deadline of **9th November 2015, 16.00 hrs (Lisbon time)**. Please note that an original hard copy of the offer including all accompanying documentation related to supporting the Declaration on Honour will be requested from the company to whom the contract is awarded.

Date:

Signature:

Name, title: