

## Tenderer's Checklist

### Procurement procedure: EMSA/NEG/5/2022

### Title: Gardening services in EMSA Headquarters

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	
Financial identification	
Declaration of Honour (DoH)	
Statement of subcontracting / Joint offer <i>(if applicable)</i>	

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:

**neg52022@emsa.europa.eu** before 16:00 hrs Lisbon time on **28/02/2022**. 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: