

Tenderer's Checklist

Procurement procedure: EMSA/NEG/14/2023

Title: Maintenance services, extension and alteration of existing CCTV installation

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 (technical and financial)	
Signed cover letter	
Legal entity form	
Financial identification	
Declaration of Honour (DoH)	
Statement of subcontracting / Joint offer <i>(if applicable)</i>	
The duly completed Authorised Signatory Form	
Other: Evidence on Selection Criteria - economic and financial capacity, in line with section 14.4.2 of the Tender Specifications <ul style="list-style-type: none"> <i>Self-declaration that the tenderer is not subject to restrictive measures (e.g., asset freezes and/or a prohibition on making funds or economic resources available) substantially affecting the performance of the contract.</i> 	
Other: Evidence on Selection Criteria - <i>technical and professional capacity</i> , in line with section 14.5.2 of the Tender Specifications <ul style="list-style-type: none"> <i>Statement or equivalent document confirming at least five (5) years of business activity on the market in an area relevant to the subject of the contract;</i> <i>List of at least three clients (date, name of the client, type of security installation, scope of services) for which similar maintenance services have been delivered during last five years;</i> <i>Statement or equivalent document from 'BOSCH' (producer of the security system) confirming the professional competence of the tenderer to maintain and install its systems and products.</i> 	
Other: Documents for Award criteria, in line with section 16 of the Tender Specifications <ul style="list-style-type: none"> <i>Quality criterion 1 - warranty for all new elements of CCTV system and executed works (to be filled in Appendix III)</i> <i>Quality criterion 2 - methodology for the contract implementation</i> <i>Price of the tender – to be filled in Appendix I</i> 	

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

The documents shall be scanned and submitted by e-mail to the following address: **neg142023@emsa.europa.eu**. The time limit for receipt of the tender is on 29/09/2023 at 16:00 hrs Lisbon

time. 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: