

Tenderer's Checklist

Procurement procedure: EMSA/NEG/23/2024

Title: Provision of insurance broking 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 (technical and financial offer)	
Signed cover letter	
Declaration of Honour (DoH)	
Authorised Signatory Form	
Legal entity form and related supporting documents	
Financial identification form and related supporting documents	
List of identified subcontractors (if applicable)	
Agreement/Power of attorney (joint tenders) (if applicable)	
Letter of commitment by identified subcontractors (if applicable)	
Letter of commitment letter by an entity on whose capacities is being relied on (if applicable)	
Evidence on Selection Criteria (regulatory capacity, technical and professional capacity) – according to points 14.3 and 14.5 of the Tender Specifications	
Annexes A, B and C to the Tender Specifications	

The Tenderer's Checklist and the above-mentioned documents shall be duly signed by the authorised representative(s) of the tenderer.

The documents shall be scanned and submitted by e-mail to the following address: **NEG232024@emsa.europa.eu**. The time limit for receipt of the tender is: 06/02/2025 at 16:00 hrs Lisbon time. Please note that an original hard copy of the offer, including all accompanying documentation supporting the Declaration of Honour (DoH), may be requested from the tenderer to whom the contract is awarded.

Date:

Signature:

Name and title: