

Tenderer Checklist

Procurement procedure: EMSA/NEG/10/2026

Title: Maintenance services for access control equipment and associated 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	
Legal Entities and Bank Accounts Form	
Declaration of Honour (DoH)	
Authorised Signatory Form	
Simplified Financial Statement	
<i>List of identified subcontractors (if applicable)</i>	
<i>Agreement/Power of attorney (joint tenders) (if applicable)</i>	
<i>Letter of commitment by identified subcontractors (if applicable)</i>	
<i>Letter of commitment letter by an entity on whose capacities is being relied on (if applicable)</i>	
Evidence on Selection Criteria - Regulatory capacity a) Copy of the Permit issued by the Instituto dos Mercados Públicos do Imobiliário e da Construção (IMPIC) or equivalent if issued outside Portugal. b) Proof of accreditation by SIGESP (Sistema Integrado de Gestão de Segurança Privada) or equivalent if issued outside Portugal. c) Duly completed and signed Declaration of Honour	
Evidence on Selection Criteria - Economic and financial capacity • Simplified Financial Statement and related supporting documents	
Evidence on Selection Criteria - Technical and professional capacity • A list of minimum eight (8) clients to which similar goods and services have been provided in the last five (5) years	

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:

neg102026@emsa.europa.eu. The time limit for receipt of the tender is on 24/07/2026 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: