Tenderer‘s Checklist

EMSA/NEG/05/2015

for the provision of transport services of exhibition material to Interspill 2015

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 in line with Tender specifications for low value contracts |  |
| Signed Cover Letter |  |
| Legal Entity Form (LEF) |  |
| Financial Identification (BAF) |  |
| Statement of Subcontracting/Joint Offer *(if applicable)* |  |
| Copy of the proposed insurance policy including terms and conditions; or  In the event that the tenderer already has an appropriate insurance policy in place, copy of the policy or any other documentation providing sufficient information to verify that the tenderer complies with the insurance requirements. |  |

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: [NEG052015@emsa.europa.eu](mailto:NEG052015@emsa.europa.eu) before the deadline of 23rd February 10h00 (Lisbon time).

Date:

Signature:

Name, title: