

Appendix 3

Tenderer Applicant Checklist

EMSA/OP/07/2015

Provision of Travel Agency Services for EMSA and EMCDDA

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 (LEF)	
Financial Identification (BAF)	
Declaration on Honour	
Appendix 1: Transaction fee form for Lot 1 and for Lot 2	
Appendix 2: Draft Framework Contracts for Lot 1 and Lot 2	
Appendix 3: Tenderers checklist	
Appendix 4: Statement of Subcontracting/Joint Offer <i>(if applicable)</i>	
Appendix 5: Financial capacity form (Lot 2)	
Appendix 6: Data for statistics (Lot 2)	
Appendix 7: List of 2015 EMSA and EMCDDA public holidays	

The Tenderer's Applicant's Checklist documents should be duly signed by the authorised representative.

Date:

Signature:

Name, title: