# Annex 8 - Tenderer‘s Checklist

Attached to the Invitation to tender No.EMSA/NEG/28/2016 for the Storage of oil pollution response equipment in Bulgaria

(Negotiated procedure with a minimum of three candidate(s))

In order to submit an offer in this Procurement Procedure the tenderer has to complete and submit all documents listed below:

|  |  |
| --- | --- |
| Document | Check |
| 1. Signed Cover Letter |  |
| 1. Legal Entity Form (LEF) completed, signed and stamped |  |
| 1. Financial Identification (BAF) completed, signed and stamped |  |
| 1. Statement of Subcontracting/Joint Offer *(if applicable)* |  |
| 1. Compliance Matrix |  |
| 1. Declaration on Honour |  |
| 1. List of previous company/consortium experience |  |
| 1. Description, pictures and/or layouts of the storage facilities |  |
| 1. Prices of the offer |  |

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: [NEG282016@emsa.europa.eu](mailto:NEG282016@emsa.europa.eu) before 16.00 (Lisbon time) on 13 July 2016. Please note that an original hard copy of the offer will be requested from the company to whom the contract is awarded.

Date:

Signature:

Name, title: