Tenderer’s Checklist

Procurement procedure:EMSA/NEG/11/2018

Title: Construction and refurbishment works

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 |  |
| Financial identification |  |
| Declaration of Honour (DoH) |  |
| Statement of subcontracting / Joint offer *(if applicable)* |  |
| **Appendix to the Tender Specifications** completed, signed and stamped. |  |

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: **neg112018@emsa.europa.eu** before 23.59 hrs (Lisbon time) on **09/07/2018**. 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: