

## Tenderer's Checklist

### Procurement procedure:EMSA/NEG/35/2019

### Title: Provision of maintenance and supply services for the European Maritime Safety Agency official cars

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 <i>(if applicable)</i>	
Appendix A "Financial proposal"	

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: **neg352019@emsa.europa.eu** ] before 20:00 hrs Lisbon time on **05/11/2019**. 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: