

Tenderer's Checklist

Procurement procedure: EMSA/NEG/2/2023

Title: Services in the fire safety and related domain

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 (technical and financial offer), including Appendix A Module 1, Appendix A Module 2 and Appendix B (Compliance matrix)	
Signed cover letter	
Legal entity form and supporting documents, including up-to-date proof of the power to sign the contract, as requested in section 11 of the Tender Specifications	
Financial identification form	
Declaration of Honour (DoH)	
Statement of subcontracting / Joint offer <i>(if applicable)</i>	
Duly completed Authorised Signatory Form	
Evidence on Selection Criteria – legal and regulatory capacity , as requested in section 14.3.2 of the Tender Specifications: Copy of accreditation by the relevant national authority proving that it is authorised to perform the services described in Section 2, such as the one issued by Autoridade Nacional de Protecção Civil (ANPC) or equivalent in the country where the tenderer is established.	
Evidence on Selection Criteria - Economic and financial capacity , as requested in section 14.4.2 of the Tender Specifications: Self-declaration that the tenderer is not subject to restrictive measures (e.g., asset freezes and/or a prohibition on making funds or economic resources available) substantially affecting the performance of the contract.	
Evidence on Selection Criteria - Technical and professional capacity , as requested in section 14.5.2 of the Tender Specifications: a) Proof of at least five years of relevant business activity on the market (e.g. register of companies);	
b) List of at least 3 (three) clients where similar training, drills, and consultancy services (as described in Module 1) have been carried out during the last 5 (five) years – the list shall include the name of the client, years of the contract execution, the scope of the trainings, drills, and consultancy services;	
c) Detailed CV (in EuroPass or similar format) of staff responsible for carrying out the trainings, drills, and consultancy services (as described in Module 1) , including at least professional experience in fire safety domain, and linguistic skills (in particular	

English);	
d) List of at least 3 (three) clients where similar preventive and corrective maintenance services (as described in Module 2) have been carried out during the last 5 (five) years - the list shall include the name of the client, years of the contract execution and the scope of the maintenance services.	

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: **neg22023@emsa.europa.eu**. The time limit for receipt of the tender is on 05/09/2023 at 16:00 hrs Lisbon time. 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: