

Tenderer's Checklist

Procurement procedure: EMSA/NEG/9/2023

Title: Design of green spaces in EMSA's building

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 – see also Point 16 of the Tender Specifications)	
Signed cover letter	
Legal entity form	
Financial identification	
Declaration of Honour (DoH)	
Statement of subcontracting / Joint offer <i>(if applicable)</i>	
Authorised Signatory Form	
Evidence on Selection Criteria - Economic and financial capacity (section 14.4.2 of the Tender Specifications): <ul style="list-style-type: none"> - Self-declaration that the tenderer is not subject to restrictive measures substantially affecting the performance of the contract. 	
Evidence on Selection Criteria - Technical and professional capacity (section 14.5.2 of the Tender Specifications): <ul style="list-style-type: none"> - List of minimum 3 studies/projects provided in the last 3 years related to the subject of the tender. - CV of the Landscape Architect acting as the leader of the team. 	

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:

neg92023@emsa.europa.eu. The time limit for receipt of the tender is on 13/09/2023 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: