

Tenderer Checklist

Procurement procedure: EMSA/NEG/9/2024

Title: Supply of personal protective equipment (PPE) and associated services

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)	
Signed cover letter	
Legal entity form	
Financial identification	
Declaration of Honour (DoH)	
Evidence on Selection Criteria - Legal and regulatory capacity <ul style="list-style-type: none">- Proof of registration at the Portuguese ANPC (<i>Autoridade Nacional de Proteção Civil</i>).	
Evidence on Selection Criteria - Economic and financial capacity <ul style="list-style-type: none">- Duly completed and signed Simplified Financial Statement- Copy of the profit & loss account and balance sheet for which accounts have been closed.	
Evidence on Selection Criteria – Technical and professional capacity <ul style="list-style-type: none">- List of clients for at least the last four years, including tasks performed.	

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: **neg92024@emsa.europa.eu**. The time limit for receipt of the tender is on 21/06/2024 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: