

## Tenderer's Checklist

### Procurement procedure: EMSA/NEG/13/2024

### Title: Provision of English and German Language Training 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 using the <b>Appendix</b> , as requested in section 12 and 16.4 of the Tender Specifications)	
Signed cover letter as requested in section 11.a of the Tender Specifications	
Legal entity form and supporting documents as requested in section 11.c of the Tender Specifications	
Financial identification and supporting documents as requested in section 11.b of the Tender Specifications	
Declaration of Honour (DoH) as requested in section 14 of the Tender Specifications	
List of identified subcontractors (if applicable)	
Agreement/Power of attorney (joint tenders) (if applicable)	
Letter of commitment by identified subcontractors (if applicable)	
Letter of commitment letter by an entity on whose capacities is being relied on (if applicable)	
Authorised Signatory Form as requested in section 11.a of the Tender Specifications	
Evidence on Selection Criteria (regulatory capacity, economic and financial capacity; technical and professional capacity) <ul style="list-style-type: none"> <li>- Proof that the tenderer can provide language trainings in their country of establishment, as requested in section 14.3.2 of the Tender Specifications</li> <li>- Proof that the tenderer is not subject to EU restrictive measures as requested in section 14.3.2 of the Tender Specifications</li> <li>- Simplified Financial Statement, proving minimum EUR 40,000 of yearly turnover for the last two years), as requested in section 14.4.2 of the Tender Specifications</li> <li>- contact details and level of English of the dedicated account manager and technical support point of contact, as requested in section 14.5.2 of the Tender Specifications</li> </ul>	
Other – Quality criteria under Award Criteria <ul style="list-style-type: none"> <li>- Description of the tenderer's human resources, as requested in section 16.1.A of the Tender Specifications</li> <li>- description of the tenderer's technical resources, as requested in section</li> </ul>	

<p>16.1.B of the Tender Specifications</p> <ul style="list-style-type: none"> <li>- presentation of approach and methodologies, as requested in section 16.2.A of the Tender Specifications</li> <li>- description of the learning objectives and assessment criteria, as requested in section 16.2.B of the Tender Specifications</li> <li>- sample of the training materials, as requested in section 16.2.C of the Tender Specifications</li> <li>- description of the procedures and policies for cancellation or postponement, as requested in section 16.3.A of the Tender Specifications</li> <li>- description of the procedures to monitor participants' attendance, as requested in section 16.3.B of the Tender Specifications</li> <li>- description of the measures employed to ensure the quality of services, as requested in section 16.3.C of the Tender Specifications</li> </ul>	
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The Tenderer's Checklist and above-mentioned documents (except those in Other) shall be duly signed by the authorised representative.

The documents shall be scanned and submitted by e-mail to the following address:

**NEG132024@emsa.europa.eu** . The time limit for receipt of the tender is on 12/07/2024 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: