

## Tenderer Checklist

### Procurement procedure: EMSA/NEG/16/2024

### Title: Training services for the Maritime Sector (Lot 1) and Quality and Environmental Management Systems (Lot 2)

In order to submit an offer in this Procurement Procedure the tenderer/candidate 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)	
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	
Simplified Financial Statement	
Evidence on Selection Criteria ( <i>regulatory capacity, economic and financial capacity; technical and professional capacity</i> )	
Other – Appendix III	

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:

**NEG162024@emsa.europa.eu**. The time limit for receipt of the tender is on 13/08/2024 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: