

**ANNEX V – Tenderer's Checklist****Attached to the Invitation to Tender****No EMSA/NEG/32/2014 for the supply of labels**

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	
Signed Cover Letter	
Legal Entity Form (LEF)	
Financial Identification (BAF)	
Declaration on Honour	
Completed statement of Subcontracting/Joint Offer <i>(if applicable)</i>	
Bid template filled in as per Annex II to the Invitation to tender	
A sample of each type of label and related fittings	

The Tenderer's Checklist and above mentioned documents should be duly signed by the authorised representative.

The documents should be scanned and submitted by e-mail to the following address: [NEG322014@emsa.europa.eu](mailto:NEG322014@emsa.europa.eu) before the deadline of **30 September 2014, 12.00 (Lisbon time)**. Please note that an original hard copy of the offer including all accompanying documentation related to supporting the Declaration on Honour will be requested from the company to whom the contract is awarded.

**Date:**

**Signature:**

**Name, title:**