

Tenderer's Checklist*EMSA/NEG/36/2014*

*Framework contract for the provision of
Vessel Traffic Services (VTS) Trainings*

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	
Statement of Subcontracting/Joint Offer <i>(if applicable)</i>	
Evidence of accreditation by relevant competent authority to deliver Vessel Traffic Service training based on the procedures set out in IALA Recommendation V-103.	
Example of the certificate of success and certificated of participation	
Detailed list of training which the tenderer has provided in the past three years	
Detailed curriculum vitae of each trainer who will be delivering the training under the contract (the curriculum vitae shall include the educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills (English))	
The proposed training syllabus for each of the trainings (VTS Operators, VTS Supervisors and VTS Job Training Instructors)	

The Tenderer's Checklist and above mentioned documents (except those in Other) should be duly signed by the authorised representative.

The documents should be scanned and submitted by e-mail to the following address: NEG362014@emsa.europa.eu before the deadline of **15/09/2014 12h00 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: