Tenderer‘s Checklist

EMSA/NEG/51/2014

Creation of an internal training room on the 3rd floor

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 |  |
| Declaration on Honour |  |
| Legal Entity Form (LEF) |  |
| Financial Identification (BAF) |  |
| Statement of Subcontracting/Joint Offer *(if applicable)* |  |

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: NEG512014@emsa.europa.eu before the deadline of Monday, 24th November 2014, 17:00h. Please note that an original hard copy of the offer including all accompanying documentation will be requested from the company to whom the contract is awarded.

Date:

Signature:

Name, title: