

Tenderer Checklist

Procurement procedure:EMSA/NEG/21/2024

Title: Provision of Publications and Subscriptions

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)	
Signed cover letter	
Legal entity form	
Authorised Signatory Form	
Declaration of Honour (DoH)	
<i>List of identified subcontractors (if applicable)</i>	
<i>Agreement/Power of attorney (joint tenders) (if applicable)</i>	
<i>Letter of commitment by identified subcontractors (if applicable)</i>	
<i>Letter of commitment letter by an entity on whose capacities is being relied on (if applicable)</i>	
Evidence on Selection Criteria – Legal and regulatory capacity: - duly completed and signed Declaration of Honour (DoH)	
Documents for Award criteria as per Simplified Invitation to tender with: <ul style="list-style-type: none"> - a description of the management system for orders, invoicing, complaints, and services in general; - a proposed system for sending printed/electronic materials; - a brokership fee (percentage). 	

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: **NEG212024@emsa.europa.eu** . The time limit for receipt of the tender is on 12/11/2024 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: