Tenderer‘s Checklist

EMSA/NEG/04/2014

*‘Graphical Interface Design Consultancy Services for IMDatE’*

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 *(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: NEG042014@emsa.europa.eu before the deadline of 03/03/2014 at 12H00 (Lisbon time). Please note that an original hard copy of the offer will be requested from the company to whom the contract is awarded.

Date:

Signature:

Name, title: