

## Tenderer's Checklist

### Procurement procedure: EMSA/NEG/18/2023

### Title: Provision of maintenance services and supplies for the European Maritime Safety Agency official car

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 (Financial offer)	
Signed cover letter	
Legal entity form	
Financial identification	
Declaration of Honour (DoH)	
List of identified subcontractors (if applicable)	
Agreement/Power of attorney (joint tenders) (if applicable)	
Letter of commitment by identified subcontractors (if applicable)	
Letter of commitment letter by an entity on whose capacities is being relied (if applicable)	
Authorised Signatory Form	
Evidence on Selection Criteria - Technical and professional capacity (section 14.5.2 of the Tender Specifications): <ul style="list-style-type: none"><li>• Proof of technical capacity to act as authorised manufacturer's service provider (BMW official approved garage).</li></ul>	

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:

**neg182023@emsa.europa.eu**. The time limit for receipt of the tender is on 11/12/2023 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: