

Tenderer's Checklist

Procurement procedure: EMSA/NEG/1/2024

Title: Renting of Multi Functional Devices (MFD) and Printers

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 (Appendix B)	
Signed cover letter	
Legal entity form	
Financial identification form	
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 on (if applicable)	
Authorised Signatory Form	
Simplified Financial Statement	
Evidence on Selection Criteria - Technical and professional capacity a) ISO 9001 quality management certification or equivalent. b) Certification of Partnership with offered manufacturers. c) A list of five (5) principal clients over the past three years to whom similar services have been provided.	
Award criteria: Q1 - Solution for Secure printing as mentioned under Section 2.1	
Award criteria: Q2 – Solution for Reporting on device usage	
Award criteria: Q3 - Green certificates according to the listed requirements in Appendix A	

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: **neg12024@emsa.europa.eu**. The time limit for receipt of the tender is on **03/05/2024 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: