

Tenderer Checklist

Procurement procedure: EMSA/NEG/8/2024

Title: Architectural Services and Consultancy

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 using Appendix A "Price offer and Price Scenario for Evaluation Purposes)	
Signed cover letter	
Legal entity form and supporting documents (i.e. <i>certidão permanente</i>)	
Financial identification and supporting documents (i.e. bank statement)	
Declaration of Honour (DoH)	
Authorised Signatory Form	
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)	
Evidence on Selection Criteria – 14.4 – Economic and Financial capacity - Simplified Financial Statement	
Evidence on Selection Criteria – 14.5 - Technical and professional capacity A. A list of at least 3 projects carried out in the past 5 years in office buildings and/or public administration buildings; B. CVs of all team members proving relevant qualifications and experience and, where appropriate, proof of registration in the Portuguese <i>Ordem dos Arquitectos</i> .	
Award criteria - Quality criterion Methodology to implement the contract, in particular how requests for services will be dealt with, response time, format of the deliverables, the approach for providing the services being requested, methodology used for project-cost estimation.	

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: **neg82024@emsa.europa.eu**. The time limit for receipt of the tender is on 30/08/2024 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: