

Tenderer Checklist

Procurement procedure: EMSA/NEG/10/2024

Title: Secure destruction of data carriers

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	
Financial identification	
Simplified Financial Statement (14.4 - Economic and financial capacity – Selection criteria)	
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)	
Evidence on Selection Criteria - Regulatory capacity <ul style="list-style-type: none"> • “Alvará de Licenciamento para a Realização de Operadores de Gestão de Resíduos” or equivalent. • Proof of registration in the SIRER- Sistema Integrado de Registo Electrónico de Resíduos. • ISO 27001 certificate • ISO 9001 certificate • DIN 66399 certificate 	
Evidence on Selection Criteria - Technical and professional capacity <ul style="list-style-type: none"> • List of main clients for which the same type of services has been provided in the last 5 years. 	
Award Criteria <ul style="list-style-type: none"> • Q1 - Proposal for delivery times • Price criterion - Appendix 1 	

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: **neg102024@emsa.europa.eu**. The time limit for receipt of the tender is on 04/11/2024 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: