

Tenderer Checklist

Procurement procedure: EMSA/NEG/20/2024

Title: Supply of EMSA official car and associated services

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 and related supporting documents | |
| Authorised Signatory Form | |
| Declaration of Honour (DoH) | |
| <i>List of identified subcontractors (if applicable)</i> | |
| <i>Agreement/Power of attorney (joint tenders) (if applicable)</i> | |
| <i>Letter of commitment by identified subcontractors (if applicable)</i> | |
| <i>Letter of commitment letter by an entity on whose capacities is being relied on (if applicable)</i> | |
| Evidence on Selection Criteria - <i>regulatory capacity</i> <ul style="list-style-type: none"> Proof of the capacity to act as an authorized brand sales provider | |
| Evidence on Selection Criteria - <i>technical and professional capacity</i> <ul style="list-style-type: none"> Copy of the document demonstrating accreditation or authorization to act as an authorized service provider for the manufacturer's brand | |

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:*

neg202024@emsa.europa.eu . The time limit for receipt of the tender is on 25/10/2024 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: