**Energy Efficiency Compliant Products 4**

**LIFE22-CET-EEPLIANT4, Grant Agreement no. 101143050**

**Call for Tender for consultancy services**

Annex 3 – Checklist Complete Tender Package

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| **Checklist for Tender Items** |
| **#** | Tender item | Reference | Included | No. of docs inserted, if more than 1 | Document title or File name |
| 1 | Signed Declaration of Honour sent in original with blue ink hand-written signature by post. If handwritten blue ink, then the original must be attached and sent by post as well. | Section 3, Annex 1 | Yes/No |  |  |
| 2 | Curriculum Vitae (preferably in Europass format). | Section 4, Section 5 | Yes/No |  |  |
| 3 | Bespoke cover letter Express, where you: * 1. Express interest to work in one or more activities listed in Section 2 above;
	2. Include a self-declaration of attestable in-place measures that ensure continuity of service over the full project life-cycle of 60 + 2 months;
	3. Confirm explicit acceptance of the “PROSAFE General Conditions of Tenders” (ANNEX 2).
	4. Propose a daily fee in accordance with Section 6 above.
 | Section 4, Section 5 | Yes/No |  |  |
| 4 | A technical offer demonstrating how they meet the qualifying criteria (section 4) and the Technical award criteria (Section 5). Please address each criterion separately and also include a portfolio/list of relevant EU-funded projects that they have participated as an expert/facilitator in, and, if requested, samples of work according to Section 5 above (including web links if available) | Section 4, Section 5 | Yes/No |  |  |
| 7 | This Checklist filled in. | Annex 3 | Yes/No |  |  |

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