**Joint Action on HARmonized Products 2022 JAHARP2022**

**Call for Consultancy Services – May 2024**

Annex 3 – Checklist Complete Tender Package

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| **Checklist for Tender Items** |
| **No.** | Tender item | Reference | Included | No. of docs inserted, if more than 1 | Document title or File name |
| 1 | Signed Declaration of Honour. | Section 4, Annex 1 | Yes/No |  |  |
| 2 | Curriculum Vitae (preferably in Europass format), providing a detailed overview of the professional experience, competence, and academic background. | Section 8 | Yes/No |  |  |
| 3 | Bespoke cover letter**:** * Explicating the tenderer’s interest to work in one or more projects/activities listed in Section 2 of the Call;
* Declaring acceptance of the “PROSAFE General Conditions of Tenders” (Appendix 2);
* Proposing a daily fee in accordance with Section 7 of the Call;
 | Section 8 | Yes/No |  |  |
| 4 | A technical offer including:* A portfolio/list of relevant EU-funded projects in which the tenderer has participated as an expert/facilitator.
* Description on how the tenderer meet the qualifying and award criteria for the Lot or Lots they apply for. Please address each criterion separately.
 | Section 4, Section 5 | Yes/No |  |  |
| 5 | This checklist filled in.  | Annex 3 | Yes/No |  |  |

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