**JAHARP2021-04 - Call for Tenders for the inspection and testing of scissor lifts**

**Appendix 4 – Checklist for contents of the tender**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Tender item | Section | Included | Number of documents | File name(s) |
| Lot A |
|  | The completed and signed Declaration of Honour on exclusion criteria | Appendix 2 | Yes/No |  |  |
|  | A full explanation of how the tenderer is able to provide the required services | Section 2 | Yes/No |  |  |
|  | The name(s) and CV(s) of the expert(s) designated to carry out the on-site inspections | Section 2 | Yes/No |  |  |
|  | A full explanation of how the tenderer complies with the Qualifying criteria | Section 6 | Yes/No |  |  |
|  | A self-declaration of attestable in place measures that ensure continuity of service over the full period of the contract | Section 8 | Yes/No |  |  |
|  | A precise account of the tenderer’s experience of conformity assessment of scissor lifts or similar machinery and portfolio of projects | Section 9 | Yes/No |  |  |
|  | A portfolio of similar inspection projects carried out in the last 3 years. | Section 8 | Yes/No |  |  |
|  | This completed checklist | Appendix 4 | Yes/No |  |  |
|  | Financial Offer as explained in Section 7 | Appendix 3 | Yes/No |  |  |
| Lot B |
|  | The completed and signed Declaration of Honour on exclusion criteria | Appendix 2 | Yes/No |  |  |
|  | A full explanation of how the tenderer is able to provide the services set out in Section 2 | Section 2 | Yes/No |  |  |
|  | The name(s) and CV(s) of the expert(s) in the team that will carry out the testing of the scissor platform lifts | Section 2 | Yes/No |  |  |
|  | A full explanation of how the tenderer complies with the Qualifying criteria | Section 6 | Yes/No |  |  |
|  | A precise account of the tenderer’s experience of conformity assessment of scissor lifts or similar machinery. | Section 9 | Yes/No |  |  |
|  | A description of the tenderer’s test facilities | Section 6 | Yes/No |  |  |
|  | Delivery time | Section 4 | Yes/No |  |  |
|  | This completed checklist | Appendix 4 | Yes/No |  |  |
|  | Financial Offer as explained in Section 7 | Appendix 3 | Yes/No |  |  |