**Joint Action on HARmonized Products 2022 JAHARP2022**

**Call for Consultancy Services**

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 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 4, Annex 1 | Yes/No |  |  |
| 2 | Curriculum Vitae (preferably in EUROPASS format). | Section 4 Section 5  Section 6 | Yes/No |  |  |
| 3 | Bespoke cover letter explicating the interest to work in the selected Lots, how the selection and award criteria are met, and the net daily rate for the services to be provided. | Section 4 Section 5  Section 6 | Yes/No |  |  |
| 4 | A portfolio of relevant EU-funded projects where the candidate participated as expert/facilitator. | Section 5  Section 6 | Yes/No |  |  |
| 5 | A self-declaration of attestable in-place measures that ensure continuity of service over the 24-month period of each project. | Section 4  Section 6 | Yes/No |  |  |
| 6 | A declaration confirming explicit acceptance of the “General Conditions of Tenders for PROSAFE Contacts”. | Section 6 | Yes/No |  |  |
| 7 | This Checklist filled in. | Annex 3 | Yes/No |  |  |

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