**Joint Action on HARmonized Products 2022 JAHARP2022-03**

**(Grant Agreement No. JA2021-2-03)**

**Work Package (WP) 3 Chainsaws**

**RECAST - Call for Tender for Test Laboratories**

Appendix IV – Checklist Complete Tender Package

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| Checklist for Tender Items |
| No. | Tender item | Reference | Included | No. of documents inserted, if more than 1 | Document title or File name |
| 1 | Document confirming your understanding and acceptance of the Scope and Requested Services ― signed by the group leader by in the case of joint tender. | Section 4 | Yes/No |  |  |
| 2 | Signed Declaration on Honour with handwriting or electronic signature ― by each member of the group, in the case of joint tender, and subcontractors identified in the tender. If signed in handwriting, the original must be attached and sent by post. | Section 5Appendix II | Yes/No |  |  |
| 3 | Document addressing the Qualifying Criteria, including documentation/evidence proving compliance and the information presented in an annex to this document. | Section 6 | Yes/No |  |  |
| 4 | In case of subcontracting, a signed letter of intent. | Section 9Appendix VI | Yes/No |  |  |
| 5 | Document addressing the Technical Offer, with sub-headings labelled as per the corresponding criterion (A to G) + relevant documentation supporting the information presented, to be added in an annex to this document. | Section 7 | Yes/No |  |  |
| 6 | Financial Offer as per the table(s) in Appendix III. For fair assessment, please provide offer in EUR as described in Section 8. The financial proposal should include any additional information or observations on the proposed testing programme or price that may be relevant to planning and evaluation of offers. | Section 8Appendix III | Yes/No |  |  |

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