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| **Contract title:** |  | **Publication reference:** |  |

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| Tender envelope number | Tenderer name | Tender submission form duly completed?  (Yes/No) | Tenderer’s declaration (signed by each consortium member, if appropriate)?  (Yes/No) | Language as required? | Organisation & methodology exists? | Key experts (list + CV)? (For contracts requiring key experts) | Key experts are present in only one tender as key experts? (For contracts requiring key experts) | All key experts have signed statements of exclusivity & ..availability? (For contracts requiring key experts) | Sub-contracting statement acceptable?  (Yes/No/ Not Applicable) | Overall decision? (Accept / Reject) |
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| **Chairperson’s name** |  |
| **Chairperson’s signature** |  |
| **Date** |  |