



A.2. ANNEX - CHECKLIST

Service contract entitled:

“Study on the bottlenecks affecting the competitiveness and sustainability of Ethiopian horticultural exports”

Ref.: COLEAD/AO/251386

Checklist for the tenderer to check the completeness of their tender file before sending it to COLEAD. **Failure to comply with these rules constitutes an element of non-compliance and could lead to the rejection of the tender.**

Checking the tender file :	If yes, tick the box
The transmission message contains the technical offer, the financial offer and the administrative documents: <ul style="list-style-type: none">• D.4. Understanding of the terms of reference and methodology (written in the template)• D.6¹. CVs of the proposed experts (one per proposed expert)• D.7². Signed exclusivity statement (one per proposed expert)• D.8. Financial offer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Scanned copies duly completed and signed:</i> <ul style="list-style-type: none">• D.1. Tender submission form• D.2 Eligibility statement• D.3. Legal entity form + supporting document(s) proving the legal entity	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

CONSORTIUMS* ARE NOT PERMITTED IN THIS CALL FOR TENDERS [*Consortium: an agreement, combination, or group (as of companies or independent consultants) formed to undertake an enterprise beyond the resources of any one member]

The transmission message of the offer must reach expert@colead.link no later than 23:59 Brussels time (CEST), Wednesday 06th of August 2025.

Tip: in order to avoid possible problems with transmission, time zones, computer bugs or connection, tenderers are strongly advised to send their message well in advance.

Emails received after the deadline will be rejected and offers will not be evaluated.

¹ Tenderers submitting a bid as **Freelance/Independent Consultant/Sole trader are not allowed to propose experts other than themselves**. Only the CV submitted under their name will be evaluated, no other CVs will be considered.

² **No expert is allowed to sign more than one exclusivity statement**. Each tenderer must ensure that the experts they propose are not already involved with another tenderer, within the same call for tenders and **must obtain the explicit agreement of each expert before the latter can be included in the tenderer's offer**. Failure to comply with this rule will result in the exclusion of the non-compliant tenderer and expert.