

TENDER CHECKLIST

The following documents should be provided for a contractor's bid to be valid. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents may result in the bid being considered noncompliant and rejected:

- (1) Comprehensive costed financial proposal.
- (2) Completed and **Signed Form of Tender**. The Form of Tender document shall be signed by a person legally authorized to bind the firm to a contract. The complete tender sum should be clearly written and included in the form of tender). Also the start and end date of supply.
- (3) Identification Details of the tenderer or Business
- (4) Completed Technical Questions
- (5) Evidence of similar contracts completed.
- (6) Tax/social security Compliance Certificate (if locally based)