

Checklist for Submission of the Proposals

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

The following list represents the minimum required documents, comprising a proposal, which shall be completed in accordance with the requirements specified in the Procurement Document:

Initial Proposal	
Letter of Tender, Initial Proposal	<input type="checkbox"/>
Covenant of Integrity	<input type="checkbox"/>
Duly authorised power of attorney	<input type="checkbox"/>
Technical Documentation	
Form TEC-1: Technical Proposal	<input type="checkbox"/>
Approach and Methodology	<input type="checkbox"/>
Service Programme	<input type="checkbox"/>
Team Composition	<input type="checkbox"/>
Form PER-2: Resume of Proposed Personnel	<input type="checkbox"/>
Form PER-3: Team Composition and Personnel Inputs	<input type="checkbox"/>
Form SUB-1: List of Proposed Subcontractors	<input type="checkbox"/>
<i>[Environmental, Social, Health and Safety Plan]</i>	<input type="checkbox"/>
Quality Assurance Plan	<input type="checkbox"/>
Form FII-1: Financial Institution Information	<input type="checkbox"/>
<i>[List further information required in accordance with the DS]</i>	<input type="checkbox"/>
Eligibility and Qualification Documentation¹	
Participant's company charter(s)	<input type="checkbox"/>
<i>[JVCA agreement]</i>	<input type="checkbox"/>
Registration (incorporation) documents	<input type="checkbox"/>
Information of the ownership structure	<input type="checkbox"/>
<i>[Parent Company Guarantee]</i>	<input type="checkbox"/>
<i>[Duly authorised power of attorney concerning the parent company guarantee]</i>	<input type="checkbox"/>
Form ELI-1: Eligibility Participant Information	<input type="checkbox"/>
Form FIN-1: Financial Situation	<input type="checkbox"/>
Form EXP-1: Experience	<input type="checkbox"/>

¹ In the event that a prequalification of potential Participants has been undertaken, the list shall be appropriately modified

Form HIS-1: Historical Contract Non-Performance and Pending Litigations	<input type="checkbox"/>
<i>[Form ESH-1: ESHS Certifications and Documents]</i>	<input type="checkbox"/>
<i>[Form ESH-2: Specific ESHS Management Experience]</i>	<input type="checkbox"/>
Form SUB-2: Subcontractor Eligibility Information	<input type="checkbox"/>
Form SUB-3: Subcontractor Experience	<input type="checkbox"/>
<i>[Licences (permissions)]</i>	<input type="checkbox"/>
<i>[Evidence of participation (membership) in self-regulating associations]</i>	<input type="checkbox"/>
Form IRC-1: Information Request Consent	<input type="checkbox"/>
Form IRC-2: Bank Information Request Consent	<input type="checkbox"/>
<i>[List further information required in accordance with the DS]</i>	<input type="checkbox"/>
Form COM-2: Participant's Comments on the Procurement Document	<input type="checkbox"/>

Final Proposal	
Letter of Tender	<input type="checkbox"/>
Covenant of Integrity	<input type="checkbox"/>
Duly authorised power of attorney	<input type="checkbox"/>
Technical Documentation	
Form TEC-1: Technical Proposal	<input type="checkbox"/>
Approach and Methodology	<input type="checkbox"/>
Service Programme	<input type="checkbox"/>
Team Composition	<input type="checkbox"/>
Form PER-1: Proposed Personnel	<input type="checkbox"/>
Form PER-2: Resume of Proposed Personnel	<input type="checkbox"/>
Form PER-3: Team Composition and Personnel Inputs	<input type="checkbox"/>
Form SUB-1: List of Proposed Subcontractors	<input type="checkbox"/>
<i>[Environmental, Social, Health and Safety Plan]</i>	<input type="checkbox"/>
Quality Assurance Plan	<input type="checkbox"/>
Form FII-1: Financial Institution Information	<input type="checkbox"/>
<i>[List further information required in accordance with the DS]</i>	<input type="checkbox"/>
Eligibility and Qualification Documentation	
Participant's statement regarding eligibility and qualification status	<input type="checkbox"/>
List of changes, if any, occurred after submission of the Initial Proposal	<input type="checkbox"/>
<i>[List further information required in accordance with the DS]</i>	<input type="checkbox"/>

Financial Documentation	
Price Schedules	<input type="checkbox"/>
Form CFF-1: Cash-Flow Forecast	<input type="checkbox"/>
<i>[List further information required in accordance with the DS]</i>	<input type="checkbox"/>
[Tender Security]	
	<input type="checkbox"/>