

Checklist for Submission of 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:

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"/>
Description and technical specification of the Goods	<input type="checkbox"/>
Detailed description of the Related Services	<input type="checkbox"/>
Schedule of Compliance	<input type="checkbox"/>
<i>[Goods certificates]</i>	<input type="checkbox"/>
Quality Assurance Plan	<input type="checkbox"/>
Form DSC-1: Delivery Schedule	<input type="checkbox"/>
<i>[Description of arrangements for the maintenance, repair of the Goods and spare parts stocking obligations]</i>	<input type="checkbox"/>
<i>[List of spare parts, special tools and consumables]</i>	<input type="checkbox"/>
<i>[Manufacturer's Authorisation]</i>	<input type="checkbox"/>
<i>[Form MAN-1: Manufacturer's Capacity]</i>	<input type="checkbox"/>
<i>[Form SUB-1: List of Proposed Subcontractors]</i>	<input type="checkbox"/>
<i>[Form PER-1: Proposed Personnel]</i>	<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"/>
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"/>
Eligibility and Qualification Documentation¹	
Participant's company charter(s)	<input type="checkbox"/>
<i>[JVCA agreement]</i>	<input type="checkbox"/>

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

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 FIN-2: Financial Resources	<input type="checkbox"/>
Form FIN-3: Current Contract Commitments and Pending Awards	<input type="checkbox"/>
Form EXP-1: Experience	<input type="checkbox"/>
Form HIS-1: Historical Contract Non-Performance and Pending Litigations	<input type="checkbox"/>
Form ESH-1: ESHS Certifications and Documents	<input type="checkbox"/>
Form ESH-2: Specific ESHS Management Experience	<input type="checkbox"/>
<i>[Form SUB-2: Subcontractor Eligibility Information]</i>	<input type="checkbox"/>
<i>[Form SUB-3: Subcontractor Experience]</i>	<input type="checkbox"/>
<i>[Form SUB-4: Subcontractor Financial Situation]</i>	<input type="checkbox"/>
<i>[Form PER-2: Resume of Proposed Personnel]</i>	<input type="checkbox"/>
<i>[Licences (permissions)]</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"/>

Tender Security	<input type="checkbox"/>
------------------------	--------------------------