

## Ministry of Public Works

## Department of Works and Engineering

## SUBMISSION CHECKLIST

Tick if

SORIVIISSION CHECKLIST		Submitted
1.0 Mandatory Requirements	Notes	
<ul> <li>1.1 Signed Mandatory Submission Form</li> <li>1.2 Certificate of Confirmation of Non-Collusion Form</li> <li>1.3 Certificate of Incorporation</li> <li>1.4 Pricing Form</li> <li>1.5 Method Statement, List of Equipment and Timetable</li> <li>1.6 Joint Venture Submission Requirements</li> </ul>		
2.0 Non-Mandatory Requirements  Non-Mandatory submissions allow scoring of non-price factors; omission	Notes n looses points and tender might fail for lack of sufficient	
<ul> <li>quality points</li> <li>2.1 Information required to demonstrate Experience and Capability</li> <li>2.2 Qualifications and References Form</li> <li>2.3 Information required to demonstrate understanding of <ul> <li>the tender,</li> <li>contractor's availability and capacity to meet the requirements and schedule</li> </ul> </li> </ul>		
<ul> <li>2.4 Local Benefit Form</li> <li>2.5 Safety and Health Policy</li> <li>2.6 Safety and Health Record</li> <li>2.7 Environmental Considerations</li> </ul>		