



GOVERNMENT OF BERMUDA

Ministry of Public Works

Department of Operations and Engineering

SUBMITTAL CHECKLIST

Tick if Submitted

1.0 Mandatory Requirements

Notes

1.1 Mandatory Submittal Form (Appendix B)

1.2 Pricing Form (Annex B)

1.3 Certificate of Confirmation of Non-Collusion (Appendix E)

1.4 Certificate of Incorporation

1.5 Joint Venture Submission Requirements

If Submitting as Joint Venture please refer to RFP documents - APPENDIX D RFP Particulars for special requirements. Need to demonstrate that full scope of works will be completed by the Joint Venture. Agreement between Partners AND Power of Attorney must be submitted.

1.6 Brief method Statement incl timetable

The method statement will be used to judge understanding of the works and assumptions for pricing

2.0 Non-Mandatory Requirements

Notes

Non-Mandatory submissions allow scoring of non-price factors; omission may lose points

2.1 Information required to demonstrate Experience and Capability

2.2 Qualifications and References Form (Annex F)

2.3 Information required to demonstrate understanding of

- the tender,

- availability and capacity to meet the requirements and schedule

2.4 Professional References (3)

2.5 Financial Reference (1)

2.6 Local Benefit From (Annex G)

2.7 Safety and Health Record

3.0 Pre-conditions of Award

Notes

only to be submitted by successful Proponent

3.1 Proof of Insurance

3.2 Health and Safety Plan

3.3 Financial Checks

This will be done by the Government; no submission required

n/a