



GOVERNMENT OF BERMUDA

Ministry of Public Works

Department of Works and Engineering

SUBMITTAL CHECKLIST

Tick if Submitted

1.0 Mandatory Requirements

Notes

1.1 Signed Mandatory Submittal Form

1.2 Pricing Form

1.3 Certificate of Confirmation of Non-Collusion

1.4 Certificate of Incorporation

1.5 Joint Venture Submission Requirements

If Submitting as Joint Venture please refer to RFP documents - 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 Method Statement, List of Equipment, 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 loses points and tender might fail for lack of sufficient quality points

2.1 Information required to demonstrate Experience and Capability

2.2 Qualifications and References Form

2.3 Information required to demonstrate understanding of

- the tender,

- contractor's availability and capacity to meet the requirements and schedule

2.4 Professional Reference letters (3)

2.5 Financial Reference (1)

2.6 Local Benefit Form including Incumbency Certificate

2.7 Safety and Health Policy

2.8 Safety and Health Record

2.9 Environmental Considerations