

Annex 2 – CHECKLIST OF REQUIRED DOCUMENTATION

✓	<p>Please ensure that you have at the minimum included the following in your proposal. Proposals will be reviewed to determine if all required documentation was included with proposal submittal as described.</p> <p>Proposals that fail to contain the required documents with their cost proposals will be disqualified from further consideration.</p>
	<p>1.11 BIDDER SUBMISSION REQUIREMENTS / Technical Proposal</p> <ul style="list-style-type: none">• Executive Summary• Bidder Background• Description of Services• Proposal Exceptions• Assumptions• Additional Information• Work Plan
	<p>SECTION B – STATEMENT OF REQUIREMENTS / Annex 4 and 5</p> <ul style="list-style-type: none">• Bidders are required to note whether they can or cannot meet the requirement, acknowledge that they have understood the requirement and provide a reference to the description location within their written response for each requirement which is indicated in the working documents within Annex 5 and 6.
	<p>SECTION C – TECHNICAL PROPOSAL FORMS / Annex 6</p> <p>NOTE: These forms must be completed by both the Prime and any subcontractors</p> <ul style="list-style-type: none">• Acknowledgement letter• Provision of technical services for the Department of E-Government• Organizational Company Data/Financial References• Bank Reference Letter• List of staff and attach CV's of key staff members you are proposing for this project• References• Financial Stability
	<p>SECTION D - Financial Proposal Form / Annex 1</p> <ul style="list-style-type: none">• Bidders are required to complete the Financial Proposal Form on the provided form

SECTION E-Certificate of Confirmation of Non-Collusion / Annex 7

NOTE: These forms must be completed by both the Prime and any subcontractors

- Certificate of Confirmation of Non-Collusion
- Confirmation of Completion