



GOVERNMENT OF BERMUDA

Ministry of Public Works

**Department of Works and Engineering**

**SUBMISSION CHECKLIST**

Tick if Submitted

<b>1.0 Mandatory Requirements</b>		<b>Notes</b>	
1.1 Signed Mandatory Submission Form		Page 16 to 18 of RFP Document	<input type="checkbox"/>
1.2 Incumbency Certificate		Page 19 of RFP Document	<input type="checkbox"/>
1.3 Pricing Form		Annex B	<input type="checkbox"/>
1.4 Certificate of Confirmation of Non-Collusion <u>Form</u>		Page 26 of RFP Document	<input type="checkbox"/>
1.5 Certificate of Incorporation			<input type="checkbox"/>
1.6 Joint Venture Submission Requirements			<input type="checkbox"/>
<i>If Submitting as Joint Venture please refer to RFQ particulars for special requirements. Need to demonstrate that full scope of works will be completed by the Joint Venture. <u>Agreement between Partners AND Power of Attorney must be submitted.</u></i>			
1.7 Method Statement and List of Equipment			<input type="checkbox"/>
1.8 Schedule or Timetable of works			<input type="checkbox"/>
1.9 Local Benefits Form		Annex E	<input type="checkbox"/>
1.10 Qualifications and References Form		Annex D	<input type="checkbox"/>
<b>2.0 Non-Mandatory Requirements</b>		<b>Notes</b>	
<i>Non-mandatory company information, as listed below, is to the benefit of the submitted quotation through scoring of non-price factors. The tendering contractor is highly recommended to provide as much additional information as possible.</i>			
2.1 Information required to demonstrate Experience and Capability			<input type="checkbox"/>
2.2 Information required to demonstrate			<input type="checkbox"/>
- the tender,			<input type="checkbox"/>
- contractor's availability and capacity to meet the requirements and schedule			<input type="checkbox"/>
2.3 Professional Reference letters (3)			<input type="checkbox"/>
2.4 Safety and Health Policy			<input type="checkbox"/>
2.5 Safety and Health Record			<input type="checkbox"/>
2.6 Environmental Policy			<input type="checkbox"/>
2.7 Sustainable Goods and Services Policy			<input type="checkbox"/>
2.8 Overview of training programs offered and training opportunities			<input type="checkbox"/>