GOVERNMENT OF BERMUDA

Ministry of Public Works

Department of Works and Engineering

SUBMISSION CHECKLIST

		Tick if Submitted
1.0 Mandatory Requirements	**Notes**	
1.1 Signed Mandatory Submission Form	*Page 16 to 18 of RFQ Document*	
1.2 Incumbency Certificate	*Page 19 of RFQ Document*	
1.3 Pricing Form	Annex B	
1.4 Certificate of Confirmation of Non-Collusion Form	*Page 27 of RFQ Document*	
1.5 Certificate of Incorporation		
1.6 Joint Venture Submission Requirements		
	*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. Agreement between Partners AND **Power of Attorney** must be submitted.*	
1.7 Method Statement and List of Equipment		
1.8 Schedule or Timetable of works		
1.9 Local Benefits Form	Annex F	
2.0 Non-Mandatory Requirements	**Notes**	
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.		
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 Safety and Health Policy		
2.6 Safety and Health Record		
2.7 Environmental Policy		
2.8 Sustainable Goods and Services Policy		
2.9 Overview of training programs offered and training opportunities		