



GOVERNMENT OF BERMUDA

Ministry of Public Works and Environment
Department of Works and Engineering

ANNEX H - SUBMISSION CHECKLIST

Tick if
Submitted

1.0 Mandatory Requirements

Notes

- | 1.0 Mandatory Requirements | Notes | |
|--|-------------------------------|--|
| 1.1 Signed Mandatory Submission Form | Page 17 to 19 of RFP Document | |
| 1.2 Incumbency Certificate | Page 20 of RFP Document | |
| 1.3 Pricing Form | Annex B | |
| 1.4 Certificate of Confirmation of Non-Collusion <u>Form</u> | Page 27 of RFP Document | |
| 1.5 Certificate of Incorporation | | |
| 1.6 Joint Venture Submission Requirements | | |
| <i>If Submitting as Joint Venture please refer to 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.</i> | | |
| 1.7 Method Statement and List of Equipment | | |
| 1.8 Schedule or Timetable of works | | |
| 1.9 Contractor References | Annex E | |
| 1.10 Local Benefits Form | Annex C | |

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.

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|--|--|
| 2.1 Information required to demonstrate Experience and Capability | |
| 2.2 Information required to demonstrate understanding of | |
| - the tender, Method Statement | |
| - 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 | |