

## **TENDER SUBMISSION CHECKLIST**

This Tender Submission Checklist has been prepared for guidance purposes only. The LGOPC accepts no responsibility for omissions from this List.

Please ensure that your application includes all of the documentation required to be provided prior to the Closing Deadline. Applicants are advised to read all of the Tender Documents including the Appendices and Schedules in full in order to provide a complete application.

<b>Applicant Details Required (1 submission for all Lots)</b>			<b>Included</b>
<b>1</b>	<b>Form of Tender</b>	<i>Include Pricing for all Lots being applied For, Completed, Signed &amp; Dated</i>	
<b>2</b>	<b>Contracting Authorities (Purchasers) Schedule</b>	<i>Include name of Applicant and Fully Complete</i>	
<b>3</b>	<b>Parent Company Guarantee</b>	<i>Fully Complete, Signed &amp; Dated (if applicable)</i>	
<b>4</b>	<b>Safety Statement</b>	<i>Signed &amp; Dated</i>	

<b>Applicant Details Required – Lot 1</b>			<b>Included</b>
<b>5.1</b>	<b>Pricing Document</b>	<i>Fully Complete, Signed, Dated</i>	
<b>6.1</b>	<b>Declarations</b>	<i>Fully Complete, Signed, Dated</i>	
	<b>Appendix A</b>	<i>and Witnessed</i>	
	<b>Appendix B2</b>		
	<b>Appendix B3</b>		
	<b>Appendix C1</b>	<i>(or Evidence per 3.4.1d)</i>	
	<b>Appendix C3</b>	<i>(or Evidence per 3.4.1d)</i>	
	<b>Appendix C4</b>	<i>(or Evidence per 3.4.2d)</i>	
	<b>Appendix D</b>		
	<b>Appendix E</b>		
	<b>Appendix G</b>		
	<b>Declaration No.1</b>		
<b>7.1</b>	<b>Suitability Assessment Form QW2 Lot 1</b>	<i>Fully Complete, Signed &amp; Dated</i>	
<b>8.1</b>	<b>Suitability Assessment Form QW2 Lot 1 - Supplements 3.4.1 &amp; 3.4.2</b>	<i>Fully Complete</i>	
<b>9.1</b>	<b>Evidence for Contractor</b> <i>(Refer to Suitability Assessment Questionnaire QW2 Lot 1 and Supplements 3.4.1 &amp; 3.4.2)</i>		
	3.2	Enrolment on Professional or Trade Register	
	3.3a	Evidence of Turnover	
	3.4a	Educational & Professional Qualifications (Managerial)	
	3.4.1a	Educational & Professional Qualifications (Managerial)	
	3.4.2a	Educational & Professional Qualifications (Managerial)	

<b>Applicant Details Required – Lot 2</b>			<b>Included</b>
<b>5.2</b>	<b>Pricing Document</b>	<i>Fully Complete, Signed, Dated</i>	
<b>6.2</b>	<b>Declarations</b>	<i>Fully Complete, Signed, Dated</i>	
	<b>Appendix A</b>	<i>and Witnessed</i>	
	<b>Appendix B2</b>		
	<b>Appendix B3</b>		

	<b>Appendix C1</b>	<i>(or Evidence per 3.4.1d)</i>	
	<b>Appendix C3</b>	<i>(or Evidence per 3.4.1d)</i>	
	<b>Appendix C4</b>	<i>(or Evidence per 3.4.2d)</i>	
	<b>Appendix D</b>		
	<b>Appendix E</b>		
	<b>Appendix G</b>		
	<b>Declaration No.1</b>		
<b>7.2</b>	<b>Suitability Assessment Form QW2 Lot 2</b>	<i>Fully Complete, Signed &amp; Dated</i>	
<b>8.2</b>	<b>Suitability Assessment Form QW2 Lot 2-Supplements 3.4.1 &amp; 3.4.2</b>	<i>Fully Complete</i>	
<b>9.2</b>	<b>Evidence for Contractor</b> <i>(Refer to Suitability Assessment Questionnaire QW2 Lot 2 and Supplements 3.4.1 &amp; 3.4.2)</i>		
	3.2	Enrolment on Professional or Trade Register	
	3.3a	Evidence of Turnover	
	3.4a	Educational & Professional Qualifications (Managerial)	
	3.4.1a	Educational & Professional Qualifications (Managerial)	
	3.4.2a	Educational & Professional Qualifications (Managerial)	

<b>Applicant Details Required – Lot 3</b>			<b>Included</b>
<b>5.3</b>	<b>Pricing Document</b>	<i>Fully Complete, Signed, Dated</i>	
<b>6.3</b>	<b>Declarations</b>	<i>Fully Complete, Signed, Dated</i>	
	<b>Appendix A</b>	<i>and Witnessed</i>	
	<b>Appendix B2</b>		
	<b>Appendix B3</b>		
	<b>Appendix C1</b>	<i>(or Evidence per 3.4.1d)</i>	
	<b>Appendix C2</b>		
	<b>Appendix C3</b>	<i>(or Evidence per 3.4.1d)</i>	
	<b>Appendix C4</b>	<i>(or Evidence per 3.4.2d)</i>	
	<b>Appendix C5</b>		
	<b>Appendix D</b>		
	<b>Appendix E</b>		
	<b>Appendix G</b>		
	<b>Declaration No.1</b>		
<b>7.3</b>	<b>Suitability Assessment Form QW2 Lot 3</b>	<i>Fully Complete, Signed &amp; Dated</i>	
<b>8.3</b>	<b>Suitability Assessment Form QW2 Lot 3 - Supplements 3.4.1, 3.4.2 &amp; 3.4.3</b>	<i>Fully Complete</i>	
<b>9.3</b>	<b>Evidence for Contractor</b> <i>(Refer to Suitability Assessment Questionnaire QW2 Lot 3 and Supplements 3.4.1, 3.4.2 &amp; 3.4.3)</i>		
	3.2	Enrolment on Professional or Trade Register	
	3.3a	Evidence of Turnover	
	3.4a	Educational & Professional Qualifications (Managerial)	
	3.4.1a	Educational & Professional Qualifications (Managerial)	
	3.4.2a	Educational & Professional Qualifications (Managerial)	

<b>Applicant Details Required – Lot 4</b>			<b>Included</b>
<b>5.4</b>	<b>Pricing Document</b>	<i>Fully Complete, Signed, Dated</i>	
<b>6.4</b>	<b>Declarations</b>	<i>Fully Complete, Signed, Dated</i>	
	<b>Appendix A</b>	<i>and Witnessed</i>	
	<b>Appendix B2</b>		
	<b>Appendix B3</b>		
	<b>Appendix C1</b>	<i>(or Evidence per 3.4.1d)</i>	
	<b>Appendix C2</b>		
	<b>Appendix C3</b>	<i>(or Evidence per 3.4.1d)</i>	
	<b>Appendix C4</b>	<i>(or Evidence per 3.4.2d)</i>	
	<b>Appendix C5</b>		
	<b>Appendix D</b>		
	<b>Appendix E</b>		
	<b>Appendix G</b>		
	<b>Declaration No.1</b>		
<b>7.4</b>	<b>Suitability Assessment Form QW2 Lot 1</b>	<i>Fully Complete, Signed &amp; Dated</i>	
<b>8.4</b>	<b>Suitability Assessment Form QW2 Lot 1 - Supplements 3.4.1, 3.4.2 &amp; 3.4.3</b>	<i>Fully Complete</i>	
<b>9.4</b>	<b>Evidence for Contractor</b> <i>(Refer to Suitability Assessment Questionnaire QW2 Lot 4 and Supplements 3.4.1, 3.4.2 &amp; 3.4.3)</i>		
	3.2	Enrolment on Professional or Trade Register	
	3.3a	Evidence of Turnover	
	3.4a	Educational & Professional Qualifications (Managerial)	
	3.4.1a	Educational & Professional Qualifications (Managerial)	
	3.4.2a	Educational & Professional Qualifications (Managerial)	