Contract Procedures Manual (SM021) Part A – Appendix VI

Checklist by Tender Secretary prior to tender evaluation

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contract number: | | |  | | | | | | | | | | | | PS | | |
| Contract name: | | |  | | | | | | | | | | | | PW | | |
| Tenderer: | | |  | | | | | | | | | | | |  | | |
|  | | | | | | | | | **Supplied** | | | | **Comment** | | | | | |
| **Yes** | **No** | | **N/A** |  | | | | | |
| 1\* | Completed and signed tender form | | | | | | | |  |  | |  |  | | | | | |
| 2\* | Completed and signed schedule of quantities | | | | | | | |  |  | |  |  | | | | | |
| 3 | Non-price attributes | | | | | | | | | | | | | | | | | |
| Relevant experience | | | | | | | |  |  | |  |  | | | | | |
| Track record | | | | | | | |  |  | |  |  | | | | | |
| Relevant skills (personnel) | | | | | | | |  |  | |  |  | | | | | |
| Methodology | | | | | | | |  |  | |  |  | | | | | |
| 4 | Prequalification certificate included | | | | | | | |  |  | |  |  | | | | | |
| 5 | Subconsultants/subcontractor details | | | | | | | |  |  | |  |  | | | | | |
| 6 | Tenderers programme | | | | | | | |  |  | |  |  | | | | | |
| 7 | Notice(s) to tenderers acknowledged | | | | | | | |  |  | |  | NTT Nos. | | |  | | |
| NTST Nos. | | |  | | |
| 8 | Obvious tags that are clearly identified/tags and clarification statement | | | | | | | |  |  | |  |  | | | | | |
| 9 | Tender submission conforms to page limit in RFT (See procedure in section 4.5.3 of Part A for dealing with pages that exceed the specified limit.) | | | | | | | |  |  | |  |  | | | | | |
| 10 | Any other file notes (e.g. items removed, number of pages exceeded, font size, blank pages) | | | | | | | |  |  | |  |  | | | | | |
| 11 | TET [*Conflict of interest and confidentiality agreements*](https://infohub.nzta.govt.nz/otcs/cs.dll/Open/10311350) approved and on file | | | | | | | |  |  | |  |  | | | | | |
| \* **Note:** In two-envelope tender processes these can only be checked once the price envelope is opened after completion of the non-price attribute evaluation. | | | | | | | | | | | | | | | | | | |
| **Non-price information** | | | | | | | | **Price information** | | | | | | | | | | |
| Signed | |  | |  | Date |  |  | Signed | | |  | | | Date | | |  | |
|  | | Tender Secretary | |  |  |  |  |  | | | Tender Secretary | | |  | | |  | |
|  | |  | |  |  |  |  |  | | |  | | |  | | |  | |
|  | | | | | | | | Signed | | |  | | | Date | | |  | |
|  | | | | | | | |  | | | TET leader | | |  | | |  | |