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 |  |  |