

Submission Checklist

The following checklist must be completed and returned as outlined in the RFT. Please check the box on the right hand side to indicate that the requirement has been met and return an electronic copy of the completed Submission Checklist with your Tender.

The naming convention for this document is
Submission checklist-[Tenderer name]

Name of Tenderer: _____

Requirement	Completed
All information provided in the Data Room has been reviewed including NTTs, Addendum and Q&A	<input type="checkbox"/>
Formatting requirements met including font Arial size 11 or equivalent, correct file and document naming conventions used, footer included on all documents	<input type="checkbox"/>
Full and accurate responses provided to all applicable questions or requests for information	<input type="checkbox"/>
Tender response uses the Returnable and Response Templates provided	<input type="checkbox"/>
No general marketing or promotional material submitted except as a direct response to a specific requirement	<input type="checkbox"/>
No unnecessarily elaborate responses or excessive attachments beyond that reasonably required	<input type="checkbox"/>
6 printed (double sided) and bound copies of Part 2a and 2b ready for submission	<input type="checkbox"/>
1 printed (double sided) and unbound copy of Part 2a and 2b ready for submission	<input type="checkbox"/>
All page limits specified in Parts 2a and 2b have been adhered to	<input type="checkbox"/>
Electronic copy of Parts 1, 2a, 2b, 3, 5 and 6 to be submitted in envelope 1	<input type="checkbox"/>
The financial accounts required in question 2.2 of the Part 6 Returnable to be submitted in a separate sealed package within Envelope 1	<input type="checkbox"/>
Electronic copy of Part 4 to be submitted in envelope 2	<input type="checkbox"/>
Parts 1, 2a, 5 and 6 to be submitted once per Tenderer	<input type="checkbox"/>
Parts 2b, 3 and 4 to be submitted once for each Tender	<input type="checkbox"/>
Any Alternative Tenders have a corresponding Conforming Tender	<input type="checkbox"/>

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grammar,

Part 1 is complete including: <ul style="list-style-type: none"> • A list of the names of individual and entities who are or will be involved in Tender preparation • A scan and a printed copy of the executed Tenderer Declaration for each Consortium Member 	<input type="checkbox"/>
Part 2a is complete including responses to the relevant questions for urban and /or regional Bus Units	<input type="checkbox"/>
Part 2b is complete for each Tender	<input type="checkbox"/>
Part 3 is complete for each Tender	<input type="checkbox"/>
Part 4 is complete for each Tender and in a separate sealed package – envelope 2	<input type="checkbox"/>
Part 5 is complete and the Tenderer confirms that the Tenderer's Capacity is correct and that all desired Bus Unit combinations fall within the Tenderer's nominated Capacity	<input type="checkbox"/>
Part 6 is complete including a copy in a separate sealed package and clearly labelled of the most recent audited accounts for the last 3 financial years and a copy of annual report (where available) is attached	<input type="checkbox"/>
If non-audited accounts are submitted in response to Part 6 question 2.2 the accounts are accompanied by a Director Declaration letter for non-audited accounts signed by a company Director	<input type="checkbox"/>