BID SUBMISSION CHECKLIST

#	Company Information	Full Compliance	Fully Comply/Partial Comply/Not Comply
1	**Organization Name** (Full legal Entity name) & Address of Main Office and other established offices in country or abroad.	Full legal description written and addresses of all locations in operations in country or abroad stated explicitly.	
2	**Profile of Company which should include;** 1. Name of Directors 2. 2.Structure of Ownership of Company 3. Full details of Legal and Financial relationship between Subsidiary and Parent company 4. Summary of Total employees & established employees that will be dedicated to this Project, Delivery of Good/Service 5. . Brief Background to show evidence of Principle.	Full Details as stated from # 1-5 to be stated.	
3	**Bid Submission Sheet**	This Sheet to be filled in Fully, stamped and Signed.	
4	**Letter of Transmittal** Each Tenderer must provide a letter of transmittal that should be signed and stamped by an authorized representative of the organization and must state that the signing official is authorized to legally to bind the organization.	This Sheet to be filled in Fully, stamped and Signed on the Official Company Letterhead.	
STATUTORY OBLIGATION			
5	Valid Tax Compliance letter from Fiji Revenue and Customs services.	This Letter to be valid till the closing of the tender date, stamped and signed by the designated authority.	
6	Valid Superannuation compliance letter from Fiji National Provident Fund Letter.	This Letter to be valid till the closing of the tender date, stamped and signed by the designated authority.	
7	Company Registration Certificate from Registrar of Companies.	This Letter to be valid till the closing of the tender date,	

		stamped and signed by the designated authority.	
8	Valid Business License From Town/city Municipal Councils.	This Letter to be valid till the closing of the tender date, stamped and signed by the designated authority.	
SUPPLIER EXPERIENCE, DELIVERY & SUPPORT			
9	Three(3) recent Cliental letter of Proposed product/Service that outlines the type, Total amount, performance, Completion with reference to same/similar supply.	At least 3 cliental Letters which is to be on Clients Letterhead which are signed and submitted to show previous supplied product or delivery of service of same nature.	
10	Years of Experience in same industry in Local or Overseas dealing with similar product or service.	Stated explicitly with evidence of such experience either through proof of association with long associated clients in similar good or service.	
11	Proof of Ownership in terms of Distributing rights of Product/Service such as Authorization Letter from Owner/Reseller/Service Centre Agreement to show # of years of Established relationship.	This letter to be filled in Fully, stamped and Signed by the Manufacturer or Wholesaler/Retailer that your company is authorized to sell this product in Fiji or the Pacific regions.	
12	Delivery Timelines-Provide evidence of Gantt Chart or Delivery Schedule that depicts the total time(Working Days) taken to deliver the goods or services to the relevant Ministry.	Provide Gantt Chart or timelines showing Delivery Schedule from Delivery.	
13	Ability to provide local support.	Provide details of technical Workshop or how Support Issues will be resolved or mitigated.	
FINANCIAL INFORMATION			
14	Audited Statement of Financial Performance(Past 3 Years)	Fully Audited, Stamped and Signed	
15	Audited Statement of Income Statement(Past 3 Years	Fully Audited, Stamped and Signed	
16	Audited Statement of Cash Flow Statement(Past 3 Years)	Fully Audited, Stamped and Signed	
17	Notes to Financial Statement including Letter from Auditor	Fully Audited, Stamped and Signed	

	stating the assumptions under which the report was made (Past 3 Years)		
PRICE INFORMATION			
18	Price Validity (60 days Minimum)	Explicitly State Requirements of 60 days validity	
19	Total Final Price should be Quoted in VIP.	Total Price should be inclusive of all costs	
20	Payment Terms(as per the agreement)		
21	Warranty Details	Explicitly Stated in years or lifespan of machine/project	

Name .....

Company's Name .....

Designation .....

Signature .....

Date .....

Company stamp