

Appendix F – Tender Return Checklist

Supply of Festive Decorative Lighting

Tender Reference: DCDCLG-2026-001

Contracting Authority: Dunleer Community Development CLG

F1. Instructions

Tenderers shall complete this checklist and include it as the first document within their Tender submission.

Failure to provide required documentation may result in clarification requests or the Tender being deemed non-compliant.

F2. Administrative Documents

Requirement	Included	N/A
Completed Form of Tender	☐	☐
Completed Pricing Schedule (Appendix A)	☐	☐
Technical Compliance Schedule (Appendix B)	☐	☐
Tenderer's Declaration (Appendix C)	☐	☐
Warranty Schedule (Appendix D)	☐	☐
Previous Contract Experience (Appendix E)	☐	☐

F3. Company Information

Requirement	Included	N/A
Company Registration Details	☐	☐
VAT Registration Details	☐	☐
Tax Clearance Information	☐	☐
Organisation Chart (if requested)	☐	☐
Insurance Confirmation (if requested)	☐	☐

F4. Technical Submission

Requirement	Included	N/A
Product Brochures	☐	☐
Technical Data Sheets	☐	☐
Product Photographs	☐	☐
CE Declarations	☐	☐
Warranty Documentation	☐	☐
Evidence of Product Compliance	☐	☐
Equivalent Product Information (where applicable)	☐	☐

F5. Commercial Submission

Requirement	Included	N/A
Completed Pricing Schedule	☐	☐
VAT Separately Identified	☐	☐
Delivery Costs Included	☐	☐
Optional Items Clearly Identified	☐	☐

F6. Tender Validation

Before submitting the Tender, the Tenderer should confirm that:

Requirement	Yes	No
All schedules have been completed	☐	☐
All prices have been checked	☐	☐
VAT has been shown separately	☐	☐
All declarations have been signed	☐	☐
Product literature has been included	☐	☐
Tender validity has been confirmed	☐	☐
Submission complies with the RFT	☐	☐

F7. Tender Submission Details

Item	Response
Tender Submitted By	
Position	
Date	
Time	
Method of Submission	
Reference Number	

E8. Authorised Signatory

I certify that this Tender submission is complete and that all information provided is accurate to the best of my knowledge.

Company: _____

Authorised Representative: _____

Position: _____

Signature: _____

Date: _____