



Document Checklist for Tender Submission

Competition Name: 14-16 Tonne Standard Radius Hydraulic Excavators (up to 2 units)

Please ensure you submit **ALL** of the following documents with your tender submission in **ONE ZIP File**. (Additional supporting documentation will be required prior to award or upon request by the Contracting Authority, as outlined in the Request for Tender Documents).

Documents required	
Document name	Notes / guidance
European Single Procurement Document (ESPD)	An ESPD must be submitted. Tenderers may submit an ESPD which has already been used in a previous procurement procedure PROVIDED THAT they confirm that: (i) the information contained in it continues to be correct and (ii) that they satisfy the selection criteria for this competition as set out at part 3.2 of the RFT document. For the avoidance of doubt, ESPD versions that include a ' <i>global indication for selection criteria</i> ' are also acceptable.
Compliance to Specification	The document headed "14-16_Tonne_Excavator_Compliance_to_Specification" referenced in RFT Appendix 1 and issued with the RFT documents, must be filled out and submitted with tender proposals.
RFT Appendix 2 – Pricing schedule	Appendix 2 must be filled out and submitted. Economic operators must use the official RFT Appendix 2 Pricing schedule and should not provide alternative quote documents.
RFT Appendix 3 - Tenderers' Statement	Appendix 3 should be detached from the RFT, filled out, signed and must be submitted on tenderers headed paper.

Award Criteria - Tenderers' response addressing Aftersales Service	Tenderer's are invited to submit a response addressing RFT Section 3.3.1, Criterion A, to facilitate evaluation and awarding of marks. Your response should be limited to no more than 500 words
Award Criteria - Tenderers' response addressing Additional Warranty	Tenderer's are invited to submit a response addressing RFT Section 3.3.1, Criterion B, to facilitate evaluation and awarding of marks.
Award Criteria - Tenderers' response addressing Environmental and Sustainability Considerations.	Tenderer's are invited to submit a response addressing RFT Section 3.3.1, Criterion C, to facilitate evaluation and awarding of marks. Your response should be limited to no more than 500 words

Note: This document is provided as an aid for Tenderers. The requirements set out in the RFT will take precedence should any discrepancy arise between the checklist and the RFT.