

### TENDER SUBMISSION CHECKLIST

The following tender documents **MUST** be included in the tenderer's tender submission bid:

**1** Completed, dated and signed Form of Tender and Schedule.

**2** Completed and signed Pricing Document.

a) Tenderers may:

- complete and submit the original PDF copy of the Pricing Document in ink or electronically,

**OR**

- complete and PDF the Excel copy of the Pricing Document and submit this PDF copy under Volume C.

b) As part of a Tenderer's submission, Volume C must include all of the following:

- fully completed PDF copy of the Pricing Document (as per point 2a above), and
- completed and signed PDF copy of General Summary, and

**3** Fully complete Technical Merit (Quality) Criteria Responses as per Instructions to Tenderers (ITTs).

a) Criterion A

b) Criterion B

c) Criterion C

d) Criterion D

**4** Suitability Assessment Questionnaire

a) Responses required to each criterion marked as "Evidence Required" in the **QW2 - Part 1** Form.

b) Only 1nr completed and signed **QW - Part 2** Form required for all criteria marked as "Declaration Required" in the QW2 - Part 1 form.

c) Completed and signed Appendix A - Applicants Self Declaration Form.

**\*\*It is the responsibility of the tenderer to ensure all required documentation is included in their tender bid and submitted on time on etenders.**

**\*\*Failure to provide the above listed documentation will deem the tenderer's tender submission non-compliant and will be excluded from consideration.**

**Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline.**

**Tenderers should take into account the fact that upload speeds vary.**

**Tenderers should take into account the file size upload limits as specified on the eTenders response page.**

**It is the responsibility of Tenderers to use the postbox correctly, including responsibility for the timely upload of tender documents. Please refer ALL postbox submission queries to eTenders directly (+353 21 243 9277).**