

Checklist *

	Documents and Forms	Tick as appropriate
	<u>Eligibility Criteria</u>	
1	Statement on Conditions of Employment – Form	
2	Declaration on the Minimum Hourly Rate of Workers – Form	
3	Power of Attorney (if Applicable) – Form	
4	Data on Joint Venture (if Applicable) - Form	
	<u>Selection Criteria</u>	
5	Declaration Concerning Exclusion Grounds – Form	
6	Declaration Concerning Selection Criteria – Form	
	<u>Technical Specification</u>	
7	Key Expert Form	
8	Exclusivity and Availability Form (Completed for each Key Expert)	
9	Declaration Form for Key expert/Personnel who is employed with the Public administration (If applicable)	
10	Tenderer's Technical Offer (Organization and Methodology)	
11	Tender Requirement Specification Conformity Form	
12	Evidence of Qualifications (for each Key Expert)	
13	CVs (for each Key Expert)	
	<u>Financial Offer</u>	
14	Tender Form & Tenderer's Declaration	
15	Financial Bid Form	
	<u>Additional Documents to be Submitted as part of this Tender</u>	
16	A draft plan, including key activities detailed in Section - 4.2	
17	Gantt Chart that illustrates the schedule of the Project Plan including the timeline within the timeframes mentioned under Section 3 – Special Conditions - Article 18 – Execution of the contract.	
18	A draft maintenance and support agreement as detailed under section – 4.2	
19	Document estimate per upgrade, indicating the costs of any add-on customizations that can be required upon an upgrade, including the interfaces.	

*This checklist is intended to assist prospective bidders with being administratively compliant with this tender. This said, bidders should always ensure that they satisfy all requirements as stipulated in this tender document and not rely solely on this checklist.