

**Checklist for Submission of Tenders to  
Marine Department (MD)**

Tenderers are requested to go through the entire Tender Documents and ensure that all the information and documents required are submitted together with their tenders in accordance with the tender requirements before the Tender Closing Date.

A summary of the information and documents required is stipulated in Annex B (Information / Documents to be submitted for Tender Evaluation) to Part II – Conditions of Tender.

**Tenderers are reminded to take the following action before submitting their tenders.**

**Checklist**

<b>Description</b>	<b>Tick and move to the next item</b>
1. Have you signed “Offer to be Bound” in the form set out in Part VI including Counter-Proposals (if applicable)?	
2. Have you provided the price quotation for all items as required in Schedule 1 (Price Schedule) in Part V?	
3. Have you completed Schedule 5 (Statement of Compliance) in Part V including Counter-Proposals (if applicable), and provided a separate folder?	
4. Have you completed Schedule 6 (List of Major Equipment to be Supplied) in Part V?	
5. Have you provided the information/supporting documents required in Schedule 7 (List of Drawings and Information to be Submitted with the Tender) in Part V?	
6. Have you completed Schedule 9 (Proposed Recognised Organisation) in Part V?	
7. Have you provided the Technical Proposal in accordance to Paragraph 4.3 of Part II?	
8. Have you submitted your tender in two (2) separate proposals, one as the Technical Proposal and another as the Price Proposal? The two (2) envelopes shall then be placed together inside one (1) large envelope, addressed, sealed for submission of tender.	

**If a Tenderer fails to complete and submit any of the above information/documents according to the Tender Documents before the Tender Closing Date, its tender will not be considered further.**

**Tenders must be deposited in the tender box as specified in the Tender Notice (“Specified Tender Box”) before the tender closing time. Late tenders and tenders not deposited in the Specified Tender Box will not be accepted.**

This checklist is by no means exhaustive and is provided for Tenderers’ reference only. It shall not be deemed to form part of the Tender Documents.

Nothing in this checklist shall limit the Government’s absolute right to request any other information/supporting documents in connection with or arising out of this Invitation to Tender.