

**Checklist for Submission of Tenders to
Marine Department**

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.

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

Description	Tick and move to the next item
(A) 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	
1. Have you signed “Offer to be Bound” in the form set out in Part VI?	
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?	
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?	
(B) A Tenderer shall note Paragraph 3.2 of Part II-Conditions of Tender that The Tenderer may not propose two or more different designs and/or models of the Vessel in the same tender in response to this Invitation to Tender with different pricing (viz., different Total Purchase Prices and/or different Vessel Unit Prices). If the Tenderer fails to comply with the foregoing, the Tenderer’s tender will not be considered further. Whilst the Tenderer is neither required nor encouraged to propose two or more different designs and/or models of the Vessel, a Tenderer wishing to do so shall submit two or more tenders, each tender with its own set of Technical Proposal and Price Proposal (comprising one single quotation of the Total Purchase Price and Vessel Unit Price) and covering just one design and model of the offered Vessel to which the tender relates.	
7. WHILST IT IS NEITHER REQUIRED NOR ENCOURAGED THAT TENDERERS SHOULD SUBMIT DIFFERENT DESIGNS AND/OR MODELS OF THE VESSEL, IF YOU WISH TO SO (BUT NOT OTHERWISE), have you prepared separate tenders for these designs or models?	

If a Tenderer fails to complete and submit any of the information/documents mentioned in Part A 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. A late tender OR a tender not deposited in the Specified Tender Box will not be considered.

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. A Tenderer should submit a duly completed Checklist at the same time when it submits tender.

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.