

**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.

Tenderers are reminded to take the following actions 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. Below is just a short-list referring to some of these items.	
1. Have you signed “Offer to be Bound” in the form set out in Part VI WITHOUT MODIFICATION, according to Paragraph 5.7 to Part II but attaching thereto Counter-Proposals as permitted under Clause 17.3(a) of Part II (if applicable)?	
2. Have you provided the unit 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 as requested in Item 14 (if applicable)?	
4. Have you completed Schedule 6 (List of Major Equipment to be Supplied) in Part V especially the name of the manufacturer and the model or version number of each Equipment?	
5. Have you provided the information/supporting documents which must be submitted by the Tender Closing Date as specified in the table of 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 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.	
(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.	
8. WHILST IT IS NEITHER REQUIRED NOR ENCOURAGED THAT TENDERERS SHOULD SUBMIT DIFFERENT DESIGNS AND/OR MODELS OF THE VESSEL, IF YOU WISH TO DO 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 specified in paragraphs (a) and (b) of Annex B to Part II before the Tender Closing Date, subject to any applicable deeming provisions, 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. 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.