**COMPLETENESS CHECK SCHEDULE**

(To be completed and returned together with the tender submission)

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| --- | --- |
| Name of Tenderer: |  |
| Date:  |  |

The Tenderer is requested to check and ensure that all of the following proposals, documents and information are submitted with its Tender. The Tenderer shall note that failure to submit the proposals, documents and information as stipulated therein (viz., items (a), (b), and (i) specified below) before the Tender Closing Time will lead to the Tender not being considered further (see Paragraphs 3.3 of the Terms of Tender as amended by Paragraph 5.2 of the Terms of Tender (Supplement)). Please check the box below to confirm that the item specified opposite is indeed submitted.

1. **“Technical Proposal”** enclosed in one sealed envelope shall comprise the following:

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|  | 1. Proposals in the form of an Implementation Outline Plan and the information on relevant experience of the Tenderers and its key personnel as required in Contract Schedules 1 to 4 in Annex A to the Terms of Tender (Supplement) (in seven (7) sets).

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|  | 1. A duly signed Offer to be Bound set out in Part 4 of the Tender Form (in triplicate) containing an original signature by or on behalf of the Tenderer. The Offer to be Bound to be submitted (other than the signature on the Offer to be Bound which must be original) shall be Part 4 of the Tender Form or a printed copy from a softcopy of Part 4 of the Tender Form or a photocopy or a scanned copy of such hardcopy or printed copy. Any manner of reproduction of Part 4 of the Tender Form (including copy-typing) to be submitted as the Offer to be Bound shall not be acceptable and the Tender with the non-conforming Offer to be Bound will not be considered further.

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|  | 1. Information required in the Information Schedule (see Paragraphs 7, 8 and 16.2 of the Terms of Tender) (in three (3) sets).
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|  | 1. The signed Non-collusive Tendering Certificate (see Paragraph 29.2 of the Terms of Tender) (in three (3) sets).
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|  | 1. A certified extract of board resolution or other documentary evidence acceptable to the Government demonstrating authorisation and approval for the submission of its Tender. This requirement shall always be applicable to a Tenderer which is a company regardless of the mode of submission of Tender. In the case that a Tenderer is a sole proprietorship or a partnership, documentary evidence acceptable to the Government demonstrating authorisation and approval for the submission of its Tender shall also be required if the signatory of the Offer to be Bound is not the sole proprietor or a partner (or a general partner in the case of a limited partnership) (as the case may be) (in three (3) sets).
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|  | 1. All other documents required in the Information Schedule (in three (3) sets).
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|  | 1. Part I of Annex A to the Terms of Tender – Method of providing the Contract Deposit (in three (3) sets).
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|  | 1. The Appendix to the Terms of Tender – Contact Details (in three (3) sets).

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1. **“Price Proposal”** enclosed in another sealed envelope shall comprise the following:

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|  | 1. The Unit Price quotations for all Items in Part A of the Price Schedule in Hong Kong dollars (see Paragraph 5 of the Terms of Tender as amended by Paragraph 8 of the Terms of Tender (Supplement)) (in three (3) sets).
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|  | 1. Other information required in the Price Schedule (in three (3) sets).
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