**COMPLETENESS CHECK SCHEDULE**

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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 (h) specified below) before the Tender Closing Time will lead to the Tender not being considered further. Please check the box below to confirm that the item specified opposite is indeed submitted.

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

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|  | 1. The Technical Proposal as required in the Annex A – Technical Proposal including Contract Schedules 1 to 4 to Annex A (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. Other than printing from a softcopy of the Tender Form obtained from the Government or photocopying of the Tender Form, other means of reproduction by the Tenderer (e.g. by retyping) of the Tender Form is not acceptable.

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|  | 1. Information required in the Information Schedule (see Paragraphs 7, 8 and 16.2 of the Terms of Tender).
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|  | 1. The signed Non-collusive Tendering Certificate (see Paragraph 29.2 of the Terms of Tender).
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|  | 1. A certified extract 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).
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|  | 1. All other documents required in the Information Schedule.
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|  | 1. The Appendix to the Terms of Tender – Contact Details.
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1. **“Price Proposal”** enclosed in another sealed envelope shall comprise the following:

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|  | 1. The price quotations for all Items of Services as specified in the Annex B - Price Schedule in Hong Kong dollars (see Paragraph 5 of the Terms of Tender) (in three (3) sets).
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|  | 1. Other information required in the Annex B - Price Schedule (in three (3) sets).
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