**Tender checklist**

*[To be completed on paper bearing the Tenderer’s letterhead]*

**To:** Nordisk Sikkerhet AS

Lommedalsveien 230

Baerums Verk, 1353

Norway

**Subject:** Tender checklist

**Project title:** “Control and measuring instruments for State Regulatory Authority of Tajikistan (Stage 2)”

**Procurement:** Supply of control and measuring instruments: X-Ray Diffractometer

**Tenderer’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Section** | **Doc.nr.** | **Document** | **Available** | | |
| **Yes** | **No** | **Note** |
| **General** | | | | | |
|  | 1 | Letter of tender |  |  |  |
| **Financial Proposal** | | | | | |
|  | 2 | Tender form in the format given in the Annex “Tender form” (Financial proposal shall be calculated based on DDP; the total tender price shall cover all Tenderer’s obligations; all the prices should be quoted excluding VAT and customs duties) |  |  |  |
| **Qualification** | | | | | |
|  | 3 | Duly authorized signature (power of attorney, notary statement, etc.) |  |  |  |
|  | 4 | Tenderer’s questionnaire in the format given in the Annex “Tenderer’s Questionnaire” |  |  |  |
| **Suitability to pursue activity** | | | | | |
|  | 5 | Document of establishment |  |  |  |
|  | 6 | Confirmation of solvency |  |  |  |
|  | 7 | Tenderer’s litigation history in the past three years and any present litigations: such documentation shall include the parties to the litigation, its subject matter, amounts involved, and verdicts. |  |  |  |
|  | 8 | List of subcontractors |  |  |  |
| **Technical qualification** | | | | | |
|  | 9 | Copy of certificates attesting the certification of equipment in the country of origin and, if available, in Tajikistan. |  |  |  |
|  | 10 | Copy of ISO certificate or a certificate of compliance with other equivalent standard |  |  |  |
| **Professional qualification** | | | | | |
|  | 11 | Previously implemented contracts:  Documents attesting to the successful implementation of contract (s) for the supply of similar measuring instruments with a cumulative budget of at least 300,000 Euros, over the last three (3) years (i.e., letters of reference from Contracting Authority/purchasers or other appropriate documentation) |  |  |  |
|  | 12 | Provision of professional resources for personnel training:  Proposed human, technical/technological, time resources, the necessary experience and knowledge for personnel training (including a list of nominated experts, their professional qualifications and experience(s) which are relevant to the planned training course, as well as their role in the training programme) |  |  |  |
| **Financial and economic standing** | | | | | |
|  | 13.1 | Balance sheets for the previous three years |  |  |  |
|  | 13.2 | Profit and loss (P&L) during the last three years. If such documents are not required by the legislation of the Tenderer’s country, other financial statements for the specified period should be provided |  |  |  |
| **Technical Proposal** | | | | | |
|  | 14.1 | Technical proposal in the format given in the Annex “Specifications” |  |  |  |
|  | 14.2 | Detailed technical description of the supplies |  |  |  |
|  | 14.3 | Technical proposal related to the services: factory acceptance testing, metrological verification, packing, transportation, delivery, installation (assembling, mounting and adjustment), and personnel training |  |  |  |
|  | 14.4 | Proposal for warranty and after-sales services |  |  |  |
|  | 14.5 | Statement of compliance with the scope and language of the documents required with the supply |  |  |  |
|  | 14.6 | Statement of compliance with the scope and terms of supply and services as specified in Annex “Specifications” |  |  |  |
|  | 14.7 | Statement of compliance with the technical para­meters as specified in Annex “Specifications” |  |  |  |
|  | 14.8 | Statement of compliance with the Contracting Authority’s requirements to origin of goods |  |  |  |
| **Supplementary, if applicable** | | | | | |
|  | 15 | List of deviations to the technical and commercial conditions set forth in the tender documents, if any |  |  |  |
| **Tender completion** | | | | | |
|  | 16 | Tender checklist |  |  |  |

**Authorized person on behalf of the Tenderer:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_