**Tender checklist**

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

**To:** Nordisk Sikkerhet AS

Lommedalsveien 230, Bygg 7B,

Baerums Verk, 1353

Norway

**Subject:** Tender checklist

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

**Procurement:** Supply of radiation monitoring instruments

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 DAP; 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 and the percentage to be subcontracted, if any (i.e., the tenderer must indicate if he intends to subcontract any part (mentioning which part) of the contract. In case if the tenderer does not intend to subcontract, it should be clearly stated) |  |  |  |
| **Technical qualification** | | | | | |
|  | 9 | Copy of certificates attesting the certification of measuring instruments 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 radiation monitoring equipment with a cumulative budget of at least 50,000 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, primary metrological verification, packing, transportation, delivery, installation (assembling, starting-up and adjustment – for Lot 3 only), 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_