

## Tender Return Checklist

The following is a checklist of the information the Contractor is required to include with their Tender Return in order for their bid to be deemed compliant.

For further details of the information required see Section 4.2.4 of the Tender Specification.

The Contractor shall note that failure to include all of the required information in the required format could make the Tender Return non-compliant and in which case Tender Return will be rejected.

Document Required	Included
Project Organisation setting out the proposed team along with details of any sub contractors to be appointed.	
Experience of the company in maintenance of high voltage systems with a particular emphasis on renewable energy systems, in particular offshore wave and wind energy.	
List of key personnel that you are proposing to deliver the maintenance along with CV's for key staff. The CV's should show how the proposed individuals have the necessary skills and expertise to meet the requirements of this specification.	
A detailed method statement setting out as a minimum your approach to managing this appointment.	
A maintenance programme for the equipment detailed within this Specification based upon the maintenance periods indicated.	
Details of the operation of the call out system as proposed by the Contractor.	
A schedule of staff resources (with hours/days by activity) required to complete the work described to tally with the lump sum submitted as part of the tender.	
The Contractor's Operational Safety Rules and Procedures for High Voltage Systems	
The completed QHSE Tender Questionnaire, see Appendix F.	
The completed Form of Tender, see Appendix G.	