



TENDER CHECKLIST AND CONFIRMATION OF LOTS

Potential Providers are requested to complete the following information and submit it as part of your tender response.

Supplier Name:

1. Please Confirm which Lot(s) you are tendering for, and the order of preference in Table 1 below:

Table 1- Table of Lots

Lot	Region	Order of Preference (1-9)
Lot 1	London	
Lot 2	South East	
Lot 3	South West	
Lot 4	East of England	
Lot 5	West Midlands	
Lot 6	East Midlands	
Lot 7	North West	
Lot 8	Yorkshire and Humber	
Lot 9	North East	

* in accordance with clauses 3.3 - 3.5 of the ITT Instructions; Potential Suppliers have the opportunity to bid for all or any combination of the 9 Lots. However, in order to ensure that the Authority's requirements benefit from a diverse range of Contractors, each Potential Supplier may be awarded a maximum of only 4 Lots.

2. Would the Potential Provider like to be considered for additional Lot(s) if a Lot receives no tenders as indicated by Table 1 above?

**This would be in addition to any Lot(s) as tendered for by the Potential Supplier and may be in addition to their 4 preferred Lot as stated above in Table 1.*

**All Potential Suppliers which state YES in Table 2 below will be competed against each other for any Lot(s) for which no express tenders have been received in accordance with the standard evaluation procedure as stated in the ITT documentation.*

**If more than one Lot receives no express tenders and multiple Potential Providers states YES in Table 2 below, a maximum of one (1) Additional Lot will be awarded per a Potential Supplier. Therefore, if a Potential Provider ranked first in evaluation in more than 1 Additional Lot, then any further Lot would be awarded to the next highest-ranking Potential Provider in order to ensure that a diverse range of Contractors is maintained. It is the Authorities*



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discretion on the allocation of Additional Lots. Lot allocation will be done in a proportionate and fair manner.

Table 2- Additional Lots

YES – please use the answers that we have provided in the Award Criteria at Annex F towards the evaluation against any Lot(s) which have received no express tenders. We understand that we will be required to submit an additional Annex C (Pricing) upon request for that Lot(s).

All tenders that mark YES to this question will be submitted for evaluation for any Lot(s) for which no express tenders have been received.

NO - We are only interested in tendering for the Lot(s) above as we have expressly indicated in Table 1 above.

3. The following Annex's only need to be completed once and will apply to all Lot(s) which you may be tendering for:

Document (Annex)	Action	Completed
Annex D- Standard selection Questionnaire	Completed and Returned Evidence of Economic and Financial Standing as requested in Section 4 is Provided Evidence of Technical and Professional Ability as requested in Section 6 is Provided Insurance Requirements as Stated in Section 8 are met.	Y/N
Annex D 1– Participation Questionnaire	Completed and Returned	Y/N
Annex E – Form of Tender	Signed and Returned	Y/N
Annex F – Award Criteria	All Questions Answered - within the page limits as stated in the question.	Y/N



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4. The following documents need to be completed separately for every Lot which you are submitting a tender for:

Document (Annex)	Action	Completed
Annex C – Pricing	Completed separately for each Lot which is being tendered for	Y/N