

Addendum 4 - Attachment 4

PUNCH LIST OF INFORMATION TO BE PROVIDED IN BID SUBMISSION		
No	List of items to be provided with bid submission in order for bid to be compliant	Yes or No
1	Signed letter of bid by authorized person	
2	Completed and filled all schedules include price schedules using forms provided in bid. Include recommended spare parts for gasifier and generator	
3	Signed Power of Attorney or written confirmation authorizing signatory of bid to commit bidder	
4	Bid security in form of bank security	
5	Annual audited financial statements for 3 recent years; or certified annual financial statements by a registered CPA acceptable to Employer	
6	Fill in financial resources form which include for 3 years, average turnover over last 3 years, gross profits, net profit after tax; etc.	
7	Documentary evidence establishing that plant and services offered in its bid are eligible and conform to bid requirement	
8	Documentary evidence that confirm bidder is eligible and qualified to perform this contract is selected	
9	Submit a signed letter of intent by both parties to confirm their intention to officially form a joint venture to perform this contract if selected	
10	Technical proposal, drawings and documents.	
11	Timeline Work Schedule	
12	Fill in financial forms submitted in bid	
13	Fill in legal litigation history forms submitted in bid	
14	Fill in names of subcontractors intended to use to implement project. Bidder must stick with these subcontractors and not replace them if bidder wins contract	
15	Equipment and Personnel engaged in contract	
16	Submit work schedule for implementation of project	
17	Submit signed Addendum issued by Project Manager and received by Bidder	
18	Bid currencies; bidders can bid up to 3 currencies.	
19	Business license where bidder conduct business if not in Samoa	
20	General experiences	
21	Related experience	
22	Current contract commitment	
23	Ongoing and outstanding contracts	
24	List of contracts of similar size and nature	
25	Discount; offered or not	
26	Manufacturers' certification of equipment offered in bid submission	
27	Provide 1 original hard copy of bid plus 3 copies plus 1 e copy; emailed bids not allowed	
28	Statement of compliance of submitted bid to bid technical requirements	
