

Checklist of minimal required documentation to be submitted in the tender

Tender documentation must be prepared as 1 original include bid on CD and 2 copies

Nr.	Description	Check mark
1	Table of contents of the bid with reference to individual pages as in 13.9. of TD	
2	Information about the Tenderer (contact details) as in 13.9. of TD	
3	Tender security as in 13.2. of TD	
4	Extract from the Commercial Register as in 13.1. of TD	
5	Simple copy of relevant trade license as in 13.1. of TD	
6	Extract from the commercial register and copies of trade licences for its subcontractors as in 13.1. of TD	
7	List of all subcontractors as in 13.1. of TD	
8	Insurance certificate or affidavit as in 13.5. of TD	
9	Draft of Contract sign in authorized person of Tenderer as in 13.3. of TD	
10	Price form as in 13.9 of TD	
11	Affidavit as in Annex 4 of TD	
12	Affidavit as in Annex 5 of TD	
13	Affidavit as in Annex 6 of TD	
14	Affidavit as in Annex 7 of TD	
15	Documentation as in 13.4. of TD (ie, Instalation procedures etc.)	
16	Documentation for tender as in Annex 1 of TD: GA drawing, (schematic drawing will describe all components and threads of the control panel, the drawing of connection to SCADA, the drawing of cabinet, scope diagram of single well control panel) Design calculation Part list	
17	Documentation for tender as in Annex A of Annex 1 of TD: Certificate of Origin (each component) - (sample) Certificate of Compliance/Conformity - (sample) Certificate of Calibration - (sample) Quality Plan - original Maintenance/Inspection Report - (sample) Manufacture/Production Schedule -original Recommended Spare Parts List - original Third Part Certification (ATEX, PED) - (sample) List of recommended hydraulic fluids - original Certificate of material - (sample)	
18	Other documents as in TD	
19	Bid on CD in pdf, doc, xls and dwg format	