

PROPONENT RESPONSE CHECKLIST

Each proposal must include the completed checklist and ensure the related information is included in their proposal

Company Name: _____

	Item	Supplied	Comments
1	No of copies: 4 copies of proposer's proposal 3 hardcopy and 1 electronic copy		
2	Proposal contains: <ul style="list-style-type: none"> • A Cover page • Table of Content • Executive Company summary • Qualifications and Experiences, including a list of principles, owners and directors, subcontract list (if proponent will be utilizing local subcontractors and what service and percentage (%) of work to be performed by them. • Proposed solution (as priced) Methodology and overall approach to the deliverables. • Product Descriptions • Warranty Information • Delivery information • Maintenance – repair and replacement • Proposal Response Price matrix • Business Security Licences (if applicable) Not to exceed 30 pages.		
3	Cost of Acquisition details		
4	Cost of Ownership details		
5	Requirement Response sheets (Completed and attached)		
6	Signed copy of the Confirmation of Non- Collusion form (Appendix E)		

Signature: _____ **Date:** _____

Witness: _____ **Date:** _____