

TENDER SUBMISSION NUMBERING AND FILING GUIDELINE

1. PURPOSE

The purpose of this guideline is to provide bidders with a standardised structure for preparing and submitting tender responses. Compliance with this numbering and filing structure will assist evaluators in locating information efficiently and may expedite the evaluation process.

Bidders are requested to arrange their submissions in accordance with the numbering sequence provided below.

2. GENERAL REQUIREMENTS

2.1 All documents shall be submitted in the order indicated in this guideline.

2.2 Each document shall be clearly labelled with the applicable section number.

2.3 Bidders shall ensure that all supporting documentation is filed under the relevant criterion.

2.4 Where a document is not applicable, bidders shall insert a page stating "Not Applicable" under the relevant section.

2.5 For electronic submissions, documents shall be separated into individual folders as described in Section 5 of this guideline.

2.6 Bidders are encouraged to include a master index or table of contents at the beginning of the submission.

3. MANDATORY REQUIREMENTS

Failure to submit any mandatory requirement may result in the tender being deemed non-responsive.

1.1 Climbing and Rescue Certificates

Submit valid climbing and rescue certificates for personnel who will be involved in the execution of the works.

Supporting Documents

1.1.1 Climbing & Rescue Certificate(s)

1.2 Insurance Confirmation Letter

Submit a valid insurance confirmation letter issued by the insurer or authorised broker.

Supporting Documents

1.2.1 Insurance Confirmation Letter

1.2.2 Insurance Schedule (if applicable)

1.3 Workmen's Compensation Letter

Submit a valid Letter of Good Standing issued by the Compensation Fund or equivalent proof of compliance.

Supporting Documents

1.3.1 Letter of Good Standing and Supporting COIDA Documentation (if applicable)

1.4 Software Licence Certificate

Submit proof of ownership or licensing of the software required to perform the services.

Supporting Documents

1.4.1 Software Licence Certificate

1.4.2 Licence Agreement or Subscription Confirmation (if applicable)

4. FUNCTIONALITY REQUIREMENTS

2.1 Overall Company Experience

Provide evidence of the bidder's experience relevant to the scope of work.

Supporting Documents

2.1.1 Company Profile

2.1.2 Project Evidence (Completion Certificates, etc)

2.2 Lead Engineer

Provide details of the proposed Lead Engineer who will be responsible for the project.

Supporting Documents

2.2.1 Curriculum Vitae (CV)

2.2.2 Professional Registration Certificate

2.2.3 Qualifications

2.2.4 Relevant Project Experience

2.2.5 Training Certificates (where applicable)

2.3 Design Engineer / Technologist

Provide details of the proposed Design Engineer or Technologist.

Supporting Documents

2.3.1 Curriculum Vitae (CV)

2.3.2 Professional Registration Certificate

2.3.3 Qualifications

2.3.4 Relevant Project Experience

2.3.5 Training Certificates (where applicable)

5. ELECTRONIC SUBMISSION FOLDER STRUCTURE

For electronic submissions, bidders shall separate the submission into individual folders corresponding to the evaluation criteria.

The recommended folder structure is as follows:

Folder 1 – Mandatory Requirements

1.1 Climbing and Rescue Certificates

1.2 Insurance Confirmation Letter

1.3 Workmen's Compensation Letter

1.4 Software Licence Certificate

Folder 2 – Functionality Requirements

2.1 Overall Company Experience

2.2 Lead Engineer

2.3 Design Engineer / Technologist

6. IMPORTANT NOTE

The numbering and filing structure prescribed in this guideline is intended to assist evaluators in locating information quickly and efficiently. Bidders are therefore strongly encouraged to follow this structure when compiling their submissions. Failure to follow the numbering convention may result in delays during the evaluation process.