Annex B: Checklist

# Purpose

The purpose of this document is to provide guidance for the Tenderer when preparing and submitting the tender. This document is for guidance only. The Tenderer is not required to submit this document as part of its tender.

# Disclaimer

The Tenderer is solely responsible for the completeness of its tender. The procurement documents (see Section 2.7 of the **Invitation to Tender**) must be read in their entirety by the Tenderer.

# Checklist

## Administrative conditions

|  |  |
| --- | --- |
| [ ]  | The tender contains all of the information listed in Section 2.8 of the **Invitation to Tender**. |
| [ ]  | The Tenderer is submitting only one (1) tender. |
| [ ]  | The tender is signed by a person authorised to signed on behalf of the tenderer, indicating that the tender is valid through the date set out in Section 2.5.3 of the **Invitation to Tender**. |
| [ ]  | The tender must have reached SIWI no later than the date set out in Section 2.5.1 of the **Invitation to Tender**, at the address indicated in Section 2.5.2. |

## Requirements on the Tenderer

|  |  |
| --- | --- |
| [ ]  | The tender includes a description of the Tenderer. |
| [ ]  | If the Tenderer intends to rely on the capacity of other economic operators, the tender must contain evidence of such capacity, for example, documentation proving a clear undertaking of those economic operators to place the resources at the Tenderer’s disposal. |
| [ ]  | The tenderer includes the Tenderer’s organisation number and VAT identification number, or equivalent numbers used in the Tenderer’s country of Establishment (to be included in **Annexes D/E/F**). |
| [ ]  | The tenderer includes descriptions of at least two relevant assignments, including a reference for each assignment (to be included in **Annex F**). |
| [ ]  | The tender includes information about the quality management system applied by the Tenderer. |
| [ ]  | The tender includes information about the environmental management system applied by the Tenderer, or, if the Tenderer does not have such a system, the internal routines for sustainability. |

## Requirements on the services

|  |  |
| --- | --- |
| [ ]  | The tender includes a description of the methodology the Tenderer intends to use to carry out financial audits |
| [ ]  | The tender includes a description of how the performance of financial audits will be organised and staffed. |
| [ ]  | The tender includes information about the availability of the Tenderer, i.e. time needed by the Tenderer for preparation before a financial audit assignment under the framework agreement can be commenced. |
| [ ]  | The tender includes information about the required number of consultants for each of the three levels, with a CV for each consultant offered. (to be included in **Annex D: Consultants and Fees**) |
| [ ]  | The tender includes the hourly fee, in SEK exclusive of VAT, for each of the three levels of consultants (to be included in **Annex D: Consultants and Fees**). |