

APPENDIX 1- FEO TENDER ADMINISTRATIVE CHECKLIST

Vendors to fill this checklist and submit all required documentation as part of tender submission.

#	COMPANY INFORMATION	Full Compliance	FULLY COMPLY/PARTIAL COMPLY/NOT COMPLY
1	Organization Name (Full legal Entity name) & Address of Main Office and other established offices in country or abroad	Full legal description written and addresses of all locations in operations in country or abroad stated explicitly	
2	Profile of Company which should include; 1. Name of Directors 2. Structure of Ownership of Company 3. Full details of Legal and Financial relationship between Subsidiary and Parent company 4. Summary of Total employees & established employees that will be dedicated to this Project, Delivery of Good/Service 5. Brief Background to show evidence of Principle Activities	Full Details as stated from # 1-5 to be stated	
3	Price Bid Form	This Sheet to be filled in Fully ,stamped and Signed	
4	Letter of Transmittal Each Tenderer must provide a letter of transmittal that should be signed and stamped by an authorized representative of the organization and must state that the signing official is authorized to legally to bind the organization	This Sheet to be filled in Fully ,stamped and Signed on the Official Company Letterhead	
STATUTORY OBLIGATION			
5	Valid Tax Compliance letter from Fiji Revenue and Customs services	This Letter to be valid till the closing of the tender date, stamped and signed by the designated authority	
6	Valid Superannuation compliance letter from Fiji National Provident Fund Letter	This Letter to be valid till the closing of the tender date, stamped and signed by the designated authority	
7	Company Registration Certificate from Registrar of Companies	This is to be Provided	
SUPPLIER EXPERIENCE, DELIVERY & SUPPORT			
8	Two (2) to Three(3) recent Cliental letter of Proposed product/Service that outlines the type, Total amount, performance, Completion with reference to same/similar supply	At least 2 or maximum of 3 cliental Letters which is to be on Clients Letterhead which are signed and submitted to show previous supplied product or delivery of service of similar nature.	
9	Years of Experience in same industry in Local or Overseas dealing with similar product or service	Stated explicitly with evidence of such experience either through proof of association with long associated clients in similar good or service	
FINANCIAL INFORMATION			
10	Audited Statement of Financial Performance (Past 2 Years)	Fully Audited, Stamped and Signed	
11	Audited Statement of Income Statement (Past 2 Years)	Fully Audited, Stamped and Signed	
12	Audited Statement of Cash Flow Statement (Past 2 Years)	Fully Audited, Stamped and Signed	
13	Notes to Financial Statement including Letter from	Fully Audited, Stamped and Signed	

	Auditor stating the assumptions under which the report		
PRICE INFORMATION			
14	Price Validity (90 days Minimum)	Explicitly State Requirements of 90 day validity	
15	Total Final Price should be Quoted in VIP (<i>DDP-Delivery Duty Paid, CIF-Cost, Insurance, Freight, VAT</i>) to Destination.	Total Price should be inclusive of all costs including all that has been requested	
16	Payment Terms (<i>30 Days Account or After Delivery</i>)	Explicitly State Requirements of 30 days Payment	

The above “administrative checklist” should be filled with attached relevant documents and should form part of the tender submission