

Checklist

This is a read only document.

Please use this document to ensure you have submitted all the required documents before the submission deadline. Any required documents not submitted as part of the tender may mean you do not pass the hardgate and therefore your proposal will not be evaluated.

The 'Complete / Submitted' column can be used to help you keep track.

Summary

Action	Number of documents
Required	7
Read only	6
Optional	2

Checklist

Checklist	Action	Required	Complete / submitted
Invitation to Tender	Read only. We advise you read this first.	X	N/A
Appendix 1: Quality (Technical) Submission	Please use this document to complete your quality (technical submission).	✓	<input type="checkbox"/>
Appendix 2: Price (Commercial) Submission	Please use this document to complete your Price (Commercial) submission.	✓	<input type="checkbox"/>
Appendix 3: Social Value Submission	Please use this document to complete your Social Value submission.	✓	<input type="checkbox"/>
Appendix 3a: Social Value Requirement	Read only. We advise you read this before completing your social value submission.	X	N/A
Appendix 4: Pre-Qualification Questionnaire (PQQ)	Complete & sign.	✓	<input type="checkbox"/>
Appendix 5: Scoring Matrix	Read only.	X	N/A
Appendix 6: Anti-Collusion Certificate	Complete & sign.	✓	<input type="checkbox"/>
Appendix 7: Draft Terms & Conditions	Read only.	X	N/A
Appendix 8: ANW Supplier Questionnaire	Complete & sign. See Section 7 – Supplier Database for more information.	Optional	<input type="checkbox"/>
Appendix 9: ANW Equal Opportunities Form	Complete. See Section 7– Supplier Database for more information.	Optional	<input type="checkbox"/>

Appendix 10: Checklist / Index of Attachments	Read only. This document.	X	N/A
Appendix 11: Scoping for Consultancy Support	Read only.	X	N/A
Professional Indemnity Insurance	Copy of your organisation's up-to-date certificate of Professional Indemnity Insurance £1m or commit to obtain if successful in award.	✓	<input type="checkbox"/>
Equality / Equal Opportunities policy	Copy of your organisation's Equality / Equal Opportunities policy.	✓	<input type="checkbox"/>