

# Checklist / Index of Attachments

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	7

## Checklist / Index of Attachments

Checklist / Index of Attachments	Action	Required	Complete / submitted
Invitation to Tender	Read only. <b>It is advised you read this first.</b>	X	N/A
Appendix 1 - Technical Submission	Please use this document to complete your Technical submission.	✓	<input type="checkbox"/>
Appendix 2 - Commercial Submission	Please use this document to complete your Commercial submission.	✓	<input type="checkbox"/>
Appendix 3 - Social Value Submission	Please use this document to complete your Social Value submission.	✓	<input type="checkbox"/>
Appendix 4 - Social Value	Read only. <b>It is advised you read this before completing your social value submission.</b>	X	N/A
Appendix 5 - Scoring Matrix	Read only.	X	N/A
Appendix 6 - Pre-Qualification Questionnaire (PQQ)	Complete & sign.	✓	<input type="checkbox"/>
Appendix 7 - Anti-Collusion Certificate	Complete & sign.	✓	<input type="checkbox"/>
Appendix 8 - Draft Terms & Conditions	Read only.	X	N/A
Appendix 9 - Guide on how to Tender & FAQs	Read only.	X	N/A
Appendix 10 - Procurement Principles - Ambition North Wales	Read only.	X	N/A

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