

GTB TEC REPORT CHECKLIST



Tender No: _____

Agency: _____

All papers seeking Boards consideration should ensure that the followings are satisfied. Agency to ensure that all attachments are referenced accordingly. Submission will be returned if all requirements are not fully satisfied.

REQUIREMENTS

**Pages No
box provided**

CATEGORY A - SUBMISSION TO FPO (should include the following)

- 1 A covering memo from the ministry signed by PS or HOD to accompany the Tender Evaluation

- 2 Recorded Minutes of the Tender Evaluation Meetings to highlight the following requirements:
 - 1 Correct Tender number and tender description
 - 2 Brief background of the purchase
 - 3 Budget allocation/current balance of available of funds (*attached*) , (Engineers Estimate for construction)
 - 4 Justification(s) on the elimination of bid(s)
 - 5 Recommendation with justifications provided
 - 6 TEC report should be endorsed by all members
 - 7 Companies full name as per company registration
 - 8 All scoring in minutes/ Lead Consultants report and assessment papers verified
 - 9 Price Validity (*price valid within 90 days from closing date*)
 - 10 Warranty (*if applicable*)
 - 11 Performance bond (*if applicable*)
 - 12 Advance payment (*if applicable/ advance Payment Policy compliance*)
 - 13 Delivery aspects/ Duration of contract verified against TOR
 - 14 ***Brand/model (if applicable)***

- 3 Endorsed Evaluation Template showing:
 - 1 Signed Administrative Compliance Sheet
 - 2 Signed Technical Compliance Sheet
 - 3 Signed Price Comparison Sheet (*include Price Analysis, Recommended Price & Recommended Individual Price (by supplier) - if applicable*)
- 4 Comprehensive Due diligence results
- 5 Declaration of Conflict of Interest forms submitted
- 6 Payment of Tender Deposit verified (*if applicable*)
- 7 Prices are to be verified against the actual bid price and correctly reflected in the TEC report

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CATEGORY B - Compliance certificates should be valid

- 8 Tax Clearance from FRCS
- 9 FNPF Compliance Letter from FNPF
- 10 PM's initiated purchase(s) / project(s)
- 11 Company/Business Registration Documents
- 12 Registration of Business Name Trading As (***for Sole Proprietors***)
- 13 Business License (*if applicable*)
- 14 Other Matters

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Checked By _____

Signed _____

Date _____

Reviewed By _____

Signed _____

Date _____