**Tender checklist**

*[To be completed on paper bearing the Tenderer’s letterhead]*

**To:** Nordisk Sikkerhet AS

Lommedalsveien 182

Baerums Verk, 1353

Norway

**Subject:** Tender checklist

**Ref.:** Avtale nr. 741, 07/07/2015

**Project title:** “Three fixed radiation portal monitors for FSUE Atomflot”

**Tenderer’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Section** | **Doc.nr.** | **Document** | **Available** |
| **Yes** | **No** | **Note** |
| **General**  |
|  | 1 | Letter of tender |  |  |  |
|  |  |  |  |  |  |
| **Qualification**  |
|  |  |  |  |  |  |
|  **Suitability to pursue activity** |
|  | 2 | Document of establishment  |  |  |  |
|  | 3 | Duly authorized signature (official document) |  |  |  |
|  | 4 | List of proposed subcontractors involved in the performance of the tender, if any  |  |  |  |
|  **Mandatory requirements** |
|  | 5 | Copy of license to manufacture equipment for nuclear facilities, etc. (Rostechnadzor’s license for supplies originating from RF) |  |  |  |
|  | 6 | Copy of certificate attesting that the supplies are listed in the Russian State Register as certified measurement equipment  |  |  |  |
|  **Technical qualification** |
|  | 7 | Copy of ISO certificate, if any |  |  |  |
|  | 8 | Technical proposal in the format given in the Annex “Specifications” |  |  |  |
|  | 8.1.  | Compliance with the requirements to origin of goods |  |  |  |
|  | 8.2. | Detailed description of the supplies |  |  |  |
|  | 8.3. | List of recommended spare parts and consumables  |  |  |  |
|  | 8.4. | Proposal for after-sales services |  |  |  |
|  | 9 | Previously implemented contracts  |  |  |  |
|  | 9.1. | Documentation attesting of the successful implementation of contracts for the supply and installation of RPMs over the last three years ( i.e. letters of reference from employers) |  |  |  |
|  **Professional qualification**  |
|  | 10 | Provision of professional resources (sufficient human, technical, technological, time resources; appropriate certificates and licenses, the necessary experience) |  |  |  |
|  | 10.1. | Tenderer’s organization chart showing the proposed organization structure for the project (at least 20% of all staff working for the Tenderer in the fields to this tender must be permanent) |  |  |  |
|  **Financial and economic standing**  |
|  | 11 | Tenderer’s questionnaire in the format given in the Annex “Tenderer’s questionnaire |  |  |  |
|  | 12 | Provision of financial and economic standing  |  |  |  |
|  | 12.1. | The average annual turnover exceeds 250 000 Euros |  |  |  |
|  | 12.2. | The average of cash and/or cash equivalents at the beginning and end of the year is positive  |  |  |  |
|  | 12.3. | At least one Contract for the supply and commission of RPMs with a cumulative budget of at least 150 000 Euros over the last three years has been implemented  |  |  |  |
|  | 12.4. | Balance sheets for the previous three years  |  |  |  |
|  | 12.5. | Profit and loss (P&L) during the last three years. If such documents are not required by the legislation of the Tenderer’s country, other financial statements for the specified period should be provided |  |  |  |
|  | 12.6. | Confirmation of solvency  |  |  |  |
|  | 12.7. | The Tenderer’s litigation history in the past three years and any present litigations: such documentation shall include the parties to the litigation, its subject matter, amounts involved, and verdicts.  |  |  |  |
|  **Tender proposal price**  |
|  | 13 | Tender form in the format given in the Annex “Tender form” including the performance requirements: financial offer shall be calculated based on DDP; the total tender price shall cover all Tenderer’s obligations; all the prices should be quoted excluding VAT and customs duties.  |  |  |  |
| **Tender completion**  |
|  |  |  |  |  |  |
|  | 14 | Tender checklist  |  |  |  |

**Authorized person on behalf of the Tenderer:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_