



Bid Document Checklist

Announcement No: MND-CS/T/2026/007

Bid Submission Date: 21st September 2026

Firm/Individual:

All bidders shall fill out and include this checklist in their bid submission to ensure that all mandatory documents below are present in their bid document.

#	Description	✓	Remarks
Envelope 1			
1	Bid Document Checklist		
2	Business Registration Certificate (For Business)		
3	Company portfolio for similar projects		
4	Details of proposed insurance coverage and terms and details of deductibles		
5	Premium structure and payment terms		
6	Claims processing procedures and turnaround time		
7	Valid License		
8	Copy of National Identification Card (For Sole Proprietors)		
9	GST Registration Certificates (For Businesses if applicable)		
10	Tax Clearance Report (Past 6 months from the date of Bid Submission)		
11	Declaration on Ethical Conduct and Fraud and Corruption		
Envelope 2			
1	Completed and Signed Copy of Bid Form		
2	Quotation/Financial Proposal (Detailed breakdown of costs must be provided)		

Signature:
