

# MINISTRY OF FINANCE AND ECONOMIC MANAGEMENT

## GOVERNMENT OF THE COOK ISLANDS

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| **Reference No#:** | [Reference Number] |
| **Project Title:** | [Name of Project Title] |

As per section 5.12.1 of the policy a tender is only to be awarded after the tender report and supporting documentation has been reviewed and agreed to by the tender committee. The following documentation must be submitted to the tender committee:

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| **List of Documents** | **Yes/No** |
| 1. Cover letter outlining tender with reference to Cabinet minute endorsing purchase of good/service, if required; |  |
| 1. Completed Document Checklist (this document) |  |
| 1. Tender Report |  |
| 1. Completed declaration of confidentiality and conflict of interest forms |  |
| 1. Completed self-evaluation checklist |  |
| 1. Tender Specification Document |  |
| 1. Any notices or correspondence entered into with tenderers |  |
| 1. Copy of Advertisements of Tender in all media used |  |
| 1. Copy of Advertisements to confirm content and placement requirements (step 7) |  |
| 1. Tender Log (Registered Interest Log and Received Tenders Log) |  |
| 1. Original copy of Tender proposals received |  |
| 1. Site visit report (Only applicable if a tender is for works to be carried out in the Outer Islands). |  |
| 1. Any additional information as deemed relevant by the Agency |  |

**Section 5.12.2** - To ensure a timely and effective review of tenders, the following documentation should be submitted to the tender committee:

1. The completed tender report with justifications and supporting documentation attached.
2. The comprehensive justification if the lowest evaluated and responsive tender is not the preferred tender.

**Section 5.12.3** - The tender committee may request any information or other supporting documentation pertaining to the tender that would assist the tender committee in delivering a favourable review.

**Section 5.12.6** - The tender committee will report on its findings as soon as practicable but no later than five (5) working days after receipt of all the required documentation from the Tender Secretariat.