

# SUBMISSION CHECKLIST:

## TERMS & CONDITIONS:

- Appendix 1- Award Letter**  
Template of the contract agreement format
- Appendix 1B- Statement of Business Ethics**

## DOWNLOAD AND READ:

- Supplier Guidance**
- Appendix 2- Specifications**  
This could include:  
Details about the services or goods required  
Product Specifications  
Diagrams, site maps, photographs

## COMPLETE AND RE-ATTACH:

- Appendix 3- Supplier Information**
- Appendix 4- Response to Quality Criteria\***  
*\*A Quick Quote might not require this*
- Appendix 5- Pricing Schedule**
- Appendix 6- Conflict of Interest Declaration**