



Proposal Submission Compliance Checklist

General Submission Requirements

Ensures adherence to overall submission guidelines and formatting.

Proposal Submitted via Designated Platform?

☐ Yes

☐ No

Proposal Reference Number (if applicable)

Write something...

Submission Date

Enter date...

Proposal Format Compliant (PDF, Word, etc.)?

☐ Yes

☐ No

Total Number of Pages in Proposal

Enter a number...

Any Deviations from General Guidelines?

Write something...

Eligibility and Bidder Qualifications

Verifies that the bidder meets all stated eligibility criteria and possesses the required qualifications.

Registered Business Type

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Limited Liability Company (LLC)
- ☐ Corporation
- ☐ Other (Specify)

Brief Company Profile (max 500 words)

Write something...

Business Registration Certificate

 Upload File

Years of Experience in Similar Construction Projects

Enter a number...

Current Tax Status

- ☐ Active
- ☐ Inactive
- ☐ Tax Clearance Required

Relevant Certifications Held (select all that apply)

- ☐ ISO 9001
- ☐ LEED AP
- ☐ OSHA 30
- ☐ Other (Specify)

Date of Business Registration

Enter date...

Mandatory Documentation

Confirms the inclusion of all required mandatory documents.

Company Registration Certificate

 Upload File

Valid Trade License

 Upload File

Tax Identification Number (TIN) Certificate

 Upload File

Bid Security/Performance Guarantee (If Required)

- ☐ Provided
- ☐ Not Required
- ☐ Not Provided

Bid Security Amount (If Applicable)

Enter a number...

Bid Security Expiry Date (If Applicable)

Enter date...

Brief description of experience in similar projects

Write something...

Technical Proposal Compliance

Evaluates adherence to technical specifications, methodology, and project understanding.

Describe your understanding of the project scope and objectives.

Write something...

Detail your proposed construction methodology and approach.

Write something...

Upload a detailed construction schedule (Gantt chart or similar).

 Upload File

Explain how you will manage and mitigate potential risks associated with the project.

Write something...

Estimated labor hours per task (provide a breakdown).

Enter a number...

Select the type of construction equipment you will utilize.

- ☐ Excavators
- ☐ Bulldozers
- ☐ Cranes
- ☐ Loaders
- ☐ Other (Specify in LONG_TEXT)

Identify the key software you will use for project management.

- ☐ Autodesk BIM 360
- ☐ Procore
- ☐ Microsoft Project
- ☐ Primavera P6
- ☐ Other (Specify in LONG_TEXT)

Financial Proposal Compliance

Reviews accuracy and completeness of the financial breakdown, pricing, and payment terms.

Total Proposed Bid Amount

Detailed Cost Breakdown (Labor, Materials, Equipment, Subcontractors, etc.)

Proposed Mobilization Cost

Proposed Demobilization Cost

Payment Schedule Preference (e.g., Milestone-based, Time-based)

- ☐ Milestone-Based
- ☐ Time-Based
- ☐ Other (Specify in Long Text)

Proposed Overhead Percentage

Enter a number...

Proposed Profit Margin Percentage

Enter a number...

Clarification of any unusual pricing or assumptions.

Write something...

Legal and Contractual Compliance

Checks for adherence to legal requirements, insurance, permits, and contractual clauses.

Proof of Business Registration/License

 Upload File


Governing Law Selection

- ☐ Option 1
- ☐ Option 2
- ☐ Option 2

Description of Insurance Coverage (Liability, Workers' Comp, etc.)

Write something...

Certificate of Insurance

 Upload File

Acceptance of Contract Terms and Conditions

☐ Yes

☐ No

Confirmation of compliance with relevant permits and licenses (provide details)

Write something...

Date of Insurance Expiry

Enter date...

Sustainability and Safety

Confirms compliance with sustainability requirements and health & safety plans.


Environmental Management System Certification (e.g., ISO 14001)

- ☐ Certified
- ☐ Not Certified
- ☐ Pending Certification

Describe Sustainability Initiatives Proposed for the Project

Write something...

Submit Environmental Impact Assessment (if applicable)

 Upload File

Estimated Carbon Footprint Reduction (in %)

Enter a number...

Specify Sustainable Materials to be Used

- ☐ Recycled Content
- ☐ Locally Sourced
- ☐ Renewable Resources
- ☐ Low-VOC Materials
- ☐ Other (Specify in Long Text)

Outline Health and Safety Plan for the Project

Write something...

Submit Safety Management Plan

 Upload File

Planned date for the first safety meeting

Enter date...

Format and Presentation

Assesses clarity, organization, and professional presentation of the proposal.

Proposal Font Consistency

- ☐ Consistent throughout
- ☐ Minor inconsistencies
- ☐ Significant inconsistencies

Page Numbering Correctness

- ☐ Correct and sequential
- ☐ Missing or incorrect page numbers
- ☐ Inconsistent numbering


Table of Contents Accuracy

- ☐ Accurate and complete
- ☐ Minor discrepancies
- ☐ Significant errors

Overall Readability Assessment (brief comments)

Write something...

Proposal Cover Page (Image/PDF)

 Upload File

Number of pages in the Proposal

Enter a number...

Submission Deadlines & Procedures

Verifies submission was completed by the deadline and through the correct method.

Proposal Submission Deadline

Enter date...

Latest Time for Submission

Submission Method (Online Portal / Physical Delivery)

☐ Online Portal

☐ Physical Delivery

Confirmation of Adherence to Time Zone

- ☐ Yes, I understand the deadline is [Specified Time Zone]
- ☐ No, I need clarification on the time zone

Proof of Submission Receipt (if applicable - e.g., Delivery Confirmation)

 Upload File

Number of Physical Copies Submitted (if applicable)

Enter a number...

Anti-Corruption and Ethical Conduct

Confirms adherence to anti-corruption policies and ethical practices.

Declaration of Conflict of Interest

- ☐ Yes, Conflict Exists
- ☐ No, No Conflict Exists
- ☐ Unsure/Requires Review

Disclosure of Relationships with Key Personnel

Write something...

Compliance with Anti-Bribery Laws

- ☐ Fully Compliant
- ☐ Partially Compliant - See Explanation
- ☐ Not Compliant - See Explanation

Explanation of Compliance Measures

Write something...

Code of Conduct/Ethics Policy

 Upload File

Gift and Hospitality Policy

- ☐ Yes, a written policy exists
- ☐ No, a written policy does not exist

Details of Gift and Hospitality Policy (if applicable)

Write something...