# Application for Inclusion on an

# Open Select List

for

**Buildings Based Day Care Services**

**Document 4 of 6**

**November 2018**

**Expressions of Interest:** 06/11/18 to 14/12/18

**Submission Return Date: 14/12/18 at 5pm**

**This document is one of six parts as listed below, which together form the Invitation to Tender documentation. Please ensure that no part is missing or duplicated.**

|  |  |
| --- | --- |
| **Document No** | **Title** |
| Document 1 | Section 1: Information for Providers  Section 2: Instructions to Applicants  Section 3: Service Specification  Section 4: Contract Management Schedule  Section 5: Payment Schedule |
| Document 2 | Section 6: Provider Responses – Open Select List Application |
| Document 3 | Section 7: Payment Details  Section 8: Declaration of Professional Standing  Section 9: Form of Tender  Section 10: Collusive Tendering Certificate  Section 11: Freedom of Information Disclosure Form |
| Document 4 | Section 12: Provider Checklist |
| Document 5 | Section 13: Terms and Conditions of Contract |
| Document 6 | Appendix 1: Evaluation Matrix showing Quality Criteria  Appendix 2: Details for partners, consortium members or sub-contractors  Appendix 3: Meanings of Offences  Appendix 4: Minimum Information Security Standards And Acceptable Use |

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**Section Description**

Section 12 Provider Checklist

# SECTION 12 – PROVIDER CHECKLIST

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Provider should ensure that they have completed the following sections before returning their responses:

|  |  |
| --- | --- |
| **DOCUMENT AND SECTION HEADING** | **COMPLETED?** |
| **Document 2**  Provider Responses – Open Select List Application | **Yes / No** |
| **Document 2, Section 6**  Tab 'Building' – Attach External Photo | **Yes / No** |
| **Document 2, Section 6**  Tab 'Building' – Attach Internal Photo | **Yes / No** |
| **Document 2, Section 6**  Tab 'Service Delivered' – Attach Service brochure | **Yes / No** |
| **Document 2, Section 6**  Tab 'Financial Information' – Attach copy of last 3 years completed accounts | **Yes / No** |
| **Document 3, Section 7**  Payment Details | **Yes / No** |
| **Document 3, Section 8**  Declaration of Professional Standing | **Yes / No** |
| **Document 3, Section 9**  Form of Tender | **Yes / No** |
| **Document 3, Section 10**  Collusive Tendering Certificate | **Yes / No** |
| **Document 3, Section 11**  Freedom of Information Disclosure | **Yes / No** |
| **Document 6, Appendix 2**  Details of partners, consortium members or sub-contractors | **Yes / No** |

It is important that all sections are completed as failure to do so may result in your tender not being considered.

**Providers who do not wish to offer a tender following receipt of this opportunity are requested to advise the Council’s named contact as soon as possible.**