



TENDER PRE-QUALIFICATION CHECKLIST



To pre-qualify and participate in an Open NSL Tender, prospective Suppliers/Vendors are required to provide the following standard information and documentation as listed. This will form part of the Tender submission.

Vendor Details

- Vendor Name Vendor Type Type of Business Nature of Business Registered Company Name
 Years in Business Established Date Email Address Mailing address Primary Phone number
 Website address City/Town ZIP/Postal Code State/Region/Province Country

Company Information

- Company Name(s) Country Ownership Directorship
 Does the company contribute to an Authorised Superannuation Fund? Yes No
 Does the company have a parent organization? Yes No Does the company have subsidiaries? Yes No

Vendor Account Receivable Team

- *Name *Board Number & Extension *Mobile number *Email Address *Designation

Products/Services Range Offered

- Offer Type Description Proposed Price/Cost

Financial Information (last 3 years)

- Year Annual Company Revenue Supporting Documents

Client References (last 3 years)

- Client name Contact name Contact Phone Number Most Recent Engagement
 Certificate of Completion/Reference Letters

Standards & Certifications - Mandatory

Provide the basic details of current certification - evidence of current compliance with all regulatory requirements must be provided.

- IPA Certification/Company Registration Number IRC Compliance/Tax Identification Number Other Professional Certification

Insurance

Please confirm the availability of the required insurance cover

- Worker's Compensation Employer Liability Policy Number
 Automobile Liability General Liability Insurance Value
 Insurance Company

Bank Information

- Bank Name BSB Code Swift Code
 Bank Account Type Bank Account Number

Payment Terms

- Specify required Payment Terms