



# Saltaire Primary School

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Headteacher: Mr R Whitehead



## SUPPLIER CHECKLIST

Suppliers should ensure that they have completed the following schedules before returning their Tender responses:

Schedule	Completed?
Schedule 5 – Business Questionnaire	<input type="checkbox"/>
Schedule 6 – Legal Obligations	<input type="checkbox"/>
Schedule 7 – Pricing Schedule	<input type="checkbox"/>
Schedule 8 – Supporting Information (Parts A, B, C, D & E)	<input type="checkbox"/>
Schedule 9 – Payment Details	<input type="checkbox"/>
Schedule 10 – Declaration	<input type="checkbox"/>
Schedule 11 – Collusive tendering Certificate	<input type="checkbox"/>
Schedule 12 – Form of Tender	<input type="checkbox"/>
Schedule 13 – Contract Conditions Acceptance	<input type="checkbox"/>
Schedule 14 – Articles of Agreement	<input type="checkbox"/>
Schedule 15 – Supplier's Contact Information	<input type="checkbox"/>
Electronic submission of ITT?	<input type="checkbox"/>

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

**Suppliers who do not wish to offer a Tender following receipt of this opportunity are requested to advise the Employer's named contact of this as soon as possible.**

Website: [www.saltaireprimaryschool.co.uk](http://www.saltaireprimaryschool.co.uk)

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