**Attachment 4: Checklist of evidence and information required for RFP submission**

### Proposal for the supply of Single-use Surgical Drapes, Gowns and Procedure Packs to DHB Hospitals

**[Company name]**

**Refer to main RFP document for full details regarding required documents and information.**

**Table 1. Checklist of evidence**

| **Documents & Information Requested in RFP** | **Attached** **(Yes/ No)** |
| --- | --- |
| Schedule 4: Proposal Form |  |
| Attachment 1: Product Spreadsheet (Excel format) |  |
| Attachment 3: Acceptance that PHARMAC Standard Terms and Conditions Parts 1-7  |  |
| Attachment 4: Checklist of Documentation and Information required for RFP Submission |  |
| Attachment 5: Financial impact analysis of proposal (Excel format) |  |
| Organisational chart |  |
| Transition plan example |  |
| Copies of compliance certificates for all proposed products |  |
| Evidence of conformance to relevant standards (where applicable) |  |
| Evidence of financial stability and ability to cover financial liabilities |  |

**Table 2. Documents attached to your RFP submission**

Schedule 3, Schedule 4 and Attachment 1 provide details of additional documents that you **must** attach to your RFP submission to support your proposal. Please use the table below to list the file names of all additional documents attached to your RFP. An example has been provided. Insert additional rows as required.

|  |  |
| --- | --- |
| **File name of attached document** | **Section of the RFP the document relates to** |
| *e.g. ISO 9001 certificate.pdf* | *Schedule 4 (j) Quality Management System Certification for our company* |
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