

INSTRUCTION ON TENDER SUBMISSION OF
TENDER PACKAGE 4

**Southside Wastewater Treatment Facility Plant Upgrades
& Phase I Telemetry**

1. RFP Documents To be Signed
 - a. Appendix B Submission- Fill and Submit the Form from pages 23-26, and Sign the Form at Page 26
 - b. Appendix E (Certificate of Confirmation of Non-Collusion), Sign the Form and Submit at Page 37
2. Under Annex A
 - a. Sign the First Page- acknowledgment
 - b. Fill the tender Amount offer and Sign (second Page)
 - c. Initialize all Pages of Annex A- where it is stated Initial. **(all pages shall be initialized)**
3. Under Annex B
 - a. Fill The rates and total Sum in addition to the Labour & equipment rates
 - b. Sign both pages under the Tender lump sum cost and Labor & equipment rates
4. Under Annex C
 - a. Initialize The Specification List pages for Concurrence
5. Under Annex D
 - a. Fill and Sign the Document
6. Under Annex E
 - a. Provide and fill the Necessary Information
 - b. Sign the Form
7. Under Annex F
 - a. Provide and Fill the necessary information
8. Under Annex G
 - a. Provide and Fill the necessary information
9. Under Annex H
 - a. Fill and Sign the document
 - b. Initialize all Pages.
10. Under Annex I
 - a. Fill and Sign the Document
 - b. Initialize all pages

NOTE: all Tenderers shall have all the proper information stated above completed and signed/initialized where it is required.