

Attachment 4

Bid Submittal Checklist

Bidders are encouraged to use the checklist below to check that all of the required submittals are included in the bid offer form. Bidders shall be responsible to review the IFB in its entirety to determine whether they have complied with all requirements of the IFB.

Description	Yes	No
1. Does the bid offer submitted include all 19 pages?		
2. Did the bidder complete all items on page 1 – 2 of the bid offer form?		
3. If there is a group that is not being bid on, did the bidder write “no bid” in the space provided on the bid?		
4. Did the bidder include a valid certificate of compliance issued by the Hawaii Compliance Express (HCE) or other forms of certificate to demonstrate compliance with the requirements of the IFB?		
5. Did the bidder list their license number to sell vehicles in the State of Hawaii on the bid offer form?		
6. Did the bidder include the address of the service warranty facility on the island where the vehicle will be delivered?		