

Bid Submission Checklist

The following Bid Submission Checklist is provided to assist Bidders in ensuring that they have submitted a complete Bid in the format required by the Commission, but it is not intended to be an exhaustive or comprehensive checklist and Bidders should not rely upon it as such. Bidders are directed to the relevant sections of the ITA for full details of Bid submission requirements, as it remains the responsibility of each Bidder to ensure that its Bid is comprehensive. This Bid Submission Checklist must be submitted together with the Bid. Two directors of the Bidder must sign this checklist at the bottom. Definitions referred to in this checklist have the same meaning as set out in the ITA.

Please fill in the details below:

Name of the Bidder	
Address	
Appointed Contact Person	
Telephone number (fixed line and mobile)	
Fax	
E-mail	
Description of the Consortium*	

* The description must include the name of the Consortium leader i.e. the entity leading the Bid, in accordance with section 4.10.1 of the ITA, which states:

“Once Bids have been submitted, the Commission intends to announce the number of Bids that it has received. It also intends to announce the name of each Bidder and the Consortium leader. Each Bidder should indicate in its Bid Submission Checklist whether it wishes other Consortium Members to be named, and if so, how they should be referred to.”

The Commission may use this information in whole or part in any press release.

Please tick items in the checklist below to verify:

Reference	Requirement	<input checked="" type="checkbox"/>
4.3.2	Has a Bid Process Agreement been entered into with the Commission with the £100,000 bond delivered in agreed form?	
Schedule 4 of the Bid Process Agreement	Has a Bid Submission Certificate been included with the submission?	
4.8	Has a master copy of the Bid been provided in A4 size with signatures of two directors of the Bidder on the coversheet of each file containing elements of the Bid submission?	
4.8	Has proof of those directors' authority to sign on behalf of the Bidder been provided?	
4.8	Has an executive summary of the Bid been provided with the master copy?	
4.8	Are seven numbered copies of the master copy of the Bid also provided and are they identical to the original master copy?	
4.8	Are four copies of the Bid also provided on CD-ROM in Word or PDF format and in Excel in the case of financial information required under Chapter 14?	
4.8	In the CD-ROM format are there appropriate filenames and cross references to the printed document?	
4.8	Is the Bid printed in its entirety?	
4.8	Is the information supplied on the CD-ROM consistent with the printed Bid?	
4.8	Is the Bid in English, with pages clearly numbered and chapters and sections suitably recorded in a contents table?	
4.8	Are responses in the Bid in the same order as in the ITA?	
4.8	Are responses cross-referred to the relevant section of the ITA?	
4.8	Are responses to the evidence required for each chapter provided in a separate volume or series of volumes per chapter?	
4.8	Are cross-references to responses in other chapters avoided except where absolutely necessary to avoid substantial repetition?	
4.8	Will the master copy of the Bid, each copy thereof, the CD-ROMs and the executive summary, together with all other contents of the Bid be placed in sealed packages or boxes for submission?	
4.8	Does the first box contain an index that allows the Commission to verify whether the whole of the Bidder's submission has	

Reference	Requirement	☑
	been received? Note: A short index is intended here that sets out the number of boxes submitted and a high level description of the contents of each box.	
4.8	Have original signed copies and one other copy of the vetting forms required under chapter 7 been submitted in a separate file or files?	
4.8	Have the vetting forms referred to above been submitted in a separate box clearly marked 'Vetting forms'.	
4.8.1	Does the Bid contain a copy of the Draft Licence?	
4.8.1	If amendments are proposed to the Draft Licence, has a copy of any alternative drafting and explanatory notes been included within, or as an appendix to, the copy of the Draft Licence submitted with the Bid?	
4.8.1	If amendments are proposed to the Draft Licence, has a copy of any alternative drafting and explanatory notes been included as part of the response to the relevant chapter of the ITA?	
4.8.1	Has an index been provided with the copy of the Draft Licence submitted that clearly lists each amended provision and the location of its corresponding place in the response to the ITA?	
4.10.1	Has information that the Bidder considers to be commercially sensitive been clearly marked as such, together with the period of that sensitivity, where relevant?	
4.17	Has the restrictive agreement declaration as set out in schedule 5 of the Bid Process Agreement been provided?	
7	Propriety Has all the evidence required, including vetting forms, under sections 7.2.3, 7.3.3, 7.4.3, 7.5.3, 7.6.3 and 7.7.3 been provided?	
8	Player Protection Has all the evidence required under sections 8.2.3, 8.3.3, 8.4.3, 8.5.3 and 8.6.3 been provided?	
9	Transition Has all the evidence required under section 9.3 been provided?	
10	Organisation Has all the evidence required under section 10.1.3, 10.2.3, 10.3.3 and 10.4.3 been provided?	
11	Financial soundness Has all the evidence required under section 11.3 been provided?	
12	Technology operations Has all the evidence required under sections 12.2.3.2, 12.2.4.2, 12.2.5.2, 12.2.6.3, 12.3.3, 12.4.3, 12.5.3, 12.6.3, 12.7.3, 12.8.3, 12.9.3, 12.10.3 been provided?	

Reference	Requirement	☑
13	Operational risk management Has all the evidence required under section 13.3 been provided?	
14	Business Plan Has all the evidence required under section 14.5 been provided? Have electronic and hard copies of the entire financial model been provided? Do the financial model outputs conform substantially to the format set out in appendix C of the ITA? Has the required auditor's letter been provided? Have the contact details of the analyst been provided as set out in section 14.4 of the ITA?	
15	Contributions to Good Causes Has all the evidence required under section 15.4.2 been provided? If a secondary contribution is envisaged has the evidence required under section 15.5 also been provided?	
17	Marketing - executive summary Has all the evidence required under sections 17.1.3 and 17.2.4 been provided?	
18	Game plan Has all the evidence required under sections 18.2.3, 18.3.3 and 18.4.3 been provided?	
19	Player access plan Has all the evidence required under sections 19.2.3, 19.3.3, 19.4.3 and 19.5.3 been provided?	
20	Marketing communications plan Has all the evidence required under sections 20.2.3, 20.3.3, 20.4.3, 20.5.3, and 20.6.3 been provided?	
21	Marketing resource and sales plan Has all the evidence required under sections 21.1.3, 21.2.3 and 21.3.3 been provided?	
22	Further information requirements Has all the information required under sections 22.2, 22.3, 22.4 and 22.5 been provided?	

We, the undersigned, being directors of the Bidder, hereby certify to National Lottery Commission, that the information provided in this Bid Submission Checklist is complete and correct.

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Name

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Signature

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Date

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Name

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Signature

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Date