

TENDER & ENGINEERING STARTER PACK

Tender Document Checklist for Lighting Projects

A public pre-review checklist for EPC, government, municipality, UN/NGO, consultant, and distributor submissions.

Buyer type	☐ EPC ☐ Government/Municipality ☐ UN/NGO ☐ Consultant ☐ Distributor/Agent
Tender reference	_____
Submission deadline	_____ Clarification deadline: _____
File language / format	_____

1. Company and eligibility files

Review item	Status
Company registration, manufacturer authorization, experience, references, and organization details	☐ Stated ☐ Missing ☐ Review
Financial, legal, insurance, tax, bid security, and declaration documents required by the tender	☐ Stated ☐ Missing ☐ Review
Approved-vendor, conflict-of-interest, sanctions, ethics, and local-registration requirements	☐ Stated ☐ Missing ☐ Review

2. Technical offer and product files

Review item	Status
Technical offer, itemized compliance matrix, deviation list, datasheets, and model schedule	☐ Stated ☐ Missing ☐ Review
Component schedule: LED, driver, SPD, controller, battery, PV module, communications, pole/mast	☐ Stated ☐ Missing ☐ Review
Operating logic, environmental ratings, materials, finishes, interfaces, and maintenance access	☐ Stated ☐ Missing ☐ Review

3. Photometric and engineering files

Review item	Status
Correct model-specific IES/LDT files and optical distribution	☐ Stated ☐ Missing ☐ Review
DIALux/Relux report using confirmed geometry, MF, mounting height, tilt, spacing, and target criteria	☐ Stated ☐ Missing ☐ Review
GA, luminaire, pole/mast, flange, anchor bolt, wiring, control architecture, and packing drawings	☐ Stated ☐ Missing ☐ Review
Foundation reference clearly marked as reference unless project-specific design is approved	☐ Stated ☐ Missing ☐ Review

4. Testing, compliance, and battery transport

Review item	Status
Applicable certificates and test reports with valid model/scope mapping	☐ Stated ☐ Missing ☐ Review
Ingress, impact, electrical safety, EMC, photometric, thermal, corrosion, and material evidence	☐ Stated ☐ Missing ☐ Review
Battery SDS, UN38.3, transport classification, labeling, packaging, and handling instructions	☐ Stated ☐ Missing ☐ Review

5. Delivery, installation, and handover

Review item	Status
Packing plan, package markings, shipping list, spare parts, special tools, and storage requirements	☐ Stated ☐ Missing ☐ Review
Installation method, supervision, training, commissioning, test records, and acceptance procedure	☐ Stated ☐ Missing ☐ Review
O&M; manuals, as-built records, warranties, serial/label traceability, and handover dossier	☐ Stated ☐ Missing ☐ Review

6. Submission control

Review item	Status
Document register, naming convention, revision, signature/stamp, file size, and upload rules	☐ Stated ☐ Missing ☐ Review
Every claim mapped to a document, model, revision, and responsible reviewer	☐ Stated ☐ Missing ☐ Review
Clarifications and deviations approved before final submission	☐ Stated ☐ Missing ☐ Review
Final folder checked for missing, duplicate, expired, confidential, or mismatched files	☐ Stated ☐ Missing ☐ Review

DOCUMENT ACCESS

Actual product files, project-specific calculations, construction drawings, certificates, and full tender packs are not public downloads. They require confirmed scope, model, configuration, tender stage, and any necessary NDA.

Submission control record

Document controller	
Technical reviewer	
Commercial reviewer	
Final folder / revision	
Unresolved items	