

PROPOSAL CHECKLIST

Issue Date: June 10, 2010

This checklist is provided to Respondents as an aid to Proposal preparation and submission. Respondents should review carefully the detailed requirements of the RFQ.

1. PROPOSAL on CD-ROM

- 1.1 Proposal document named “Proposal” in pdf or MS Word format.
- 1.2 Folder named “Exhibits to Proposal” that contains files named according to the labeling of exhibits in the Proposal. Acceptable file formats for exhibits are pdf, MS Excel and MS Word.
- 1.3 Commercial and Quantitative Evaluation Data (Attachment 1) document named “Attachment 1” in MS Word format.
- 1.4 Two (2) CD-ROMs labelled “BC Hydro CBB RFQ, Proposal of [insert name of Respondent] - Copy [insert copy #]”, each containing a complete set of Proposal documents and Schedule 3 - Registration Form (if applicable—see below).

2. PROPOSAL FEE

- 2.1 Proposal fee of \$5,000, payable as a cheque or bank draft to “British Columbia Hydro and Power Authority” or “BC Hydro”.

3. REGISTRATION

- 3.1 Schedule 3 – Registration Form (if Respondent has not previously registered in RFQ) in MS Word format and saved as ‘Registration Form’ on the CD-ROM.
- 3.2 Schedule 4 – Updated Disclosure Statement in one (1) hard copy (if applicable).
- 3.3 Schedule 5 – Confidentiality and Compliance Agreement in two (2) hard copies (if not previously submitted as part of the Registration Documents).

4. PROPOSAL SUBMISSION

- 4.1 All Proposal contents in sealed package marked “BC Hydro CBB RFQ, Proposal of [insert name of Respondent]”.
- 4.2 Package bears return address.
- 4.3 Delivered (not by fax, e-mail or electronically) to:
BC Hydro
Community-Based Biomass Power Call RFQ
10th Floor, 333 Dunsmuir Street
Vancouver, British Columbia V6B 5R3
Attention: RFQ Administrator
- 4.4 **Delivery effected on or before 4:00 p.m. PPT on the date shown on the RFQ Timetable.**