

PHLContracts Seller Checklist for Public Works Pre-qualification

*** Reminder: Click "Save & Continue" on every tab**

General Tab

- ☐ Step 1: Save & Continue
- ☐ Step 2: Check off if your business is a certified as a Local Business Entity then click "Save & Continue"

Items Tab

- ☐ Step 3: Click "**No charge**" for the Item listed in the bid. An opportunity to submit pricing will be on a separate quote once you have been pre-qualified.

Questions Tab

- ☐ Step 4: Answer all mandatory questions

Terms & Conditions Tab

- ☐ Step 5: Accept the terms and conditions of the bid. **Note: Exceptions are not allowed on Public Works contracts.**
- ☐ Step 6: Download and Save all attachments listed
- ☐ Step 7: Complete the Pre-qualification Questionnaire and any Supplemental Questionnaires, if applicable

Attachments Tab

- ☐ Step 8: Did you attach the executed Consent & Authorization form with your vendor profile?
If not, attach a copy in the Attachments Tab. No quote will be considered without a Consent & Authorization form on file.
- ☐ Step 9: Attach the completed Pre-qualification Questionnaire
- ☐ Step 10: Attach any Supplemental Questionnaires, if applicable

Summary Tab

- ☐ Step 11: Review your Pre-qualification quote
- ☐ Step 12: Address any **Red** validation warnings
- ☐ Step 13: Submit your Pre-qualification quote