**Annex G- Bidders’ Submissions Checklist**

***Annex G is 2 pages***

**Please fill out the below checklist, sign, stamp and submit in your technical offer envelop**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Requirement** | **Included in your Submission? Please write Yes/NO** | | |
| **YES** | **NO** | **Remarks if any** |
| **1** | **Your offer is in English** |  |  |  |
| **2** | **Valid business registration certificate included in your technical offer envelop** |  |  |  |
| **3** | **Is the age of your Company 3 years and above from the date of registration / incorporation** |  |  |  |
| **4** | **Experience and highest certificates of key staff included in the technical envelop?** |  |  |  |
| **5** | **Audited financial statements or bank statements for the past 3-5 years included in your technical envelop** |  |  |  |
| **6** | **You have submitted your approaches and methodologies with respect to:**   * **Your understanding of UNHCR’s requirements** * **Your technical approach and methodology (mobilization monitoring and reporting)** * **Construction Management plan in a Gantt chart format in English** |  |  |  |
| **7** | **You have signed your signature and stamp beside all cancelations and corrections in your financial offer form** |  |  |  |
| **8** | **There is no corrective fluid in your financial offer. (*Any offer with corrective fluid will be disqualified)*** |  |  |  |
| **9** | **You have signed/Stamped UNHCR General Terms and Conditions for Civil Works and included in your technical offer** |  |  |  |
| **10** | **You have signed/Stamped UN Supplier Code of Conduct and included in your technical offer** |  |  |  |
| **11** | **You have a USD account in the name of your firm. If payment is in a different currency UNHCR reserves the right to apply the UN exchange rate.** |  |  |  |

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| --- | --- |
| **Please, state your company’s email address through which you can be contacted.** |  |
| **What is the validity of your offer in calendar days? *UNHCR requires a minimum of 90 days*** | **…………………………………………………….. Calendar days** |

**Company representative (Director/Executive) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Stamp:**