

**Annex G- Bidders' Submissions Checklist**

S. No.	Requirement	Included in your Submission? Please write Yes/NO		
		YES	NO	Remarks if any
1	Your offer is in English			
2	Copy of a Valid business registration certificates included in your technical offer envelop			
3	Copy of a valid certificate of membership from the Sudanese Contractors Association.			
4	Contracts, Recommendations letters or certificates for past/ current projects executed in construction of Fuel stations/ installation of Fuel Tanks included in the technical envelop?			
5	Experience and highest certificates of key staff included in the technical envelop?			
6	Audited financial statements or bank statements for the past 2 years included in your technical envelop			
7	You have submitted your approach and methodology that includes resources deployment plan, workplan, critical path analysis etc.			
8	There is no corrective fluid in your financial offer. <i>(Any offer with corrective fluid will be disqualified)</i>			
8	You have signed/Stamped UNHCR General Terms and Conditions for Civil Works and included in your technical offer			
9	You have signed/Stamped UN Supplier Code of Conduct and included in your technical offer			
10	You have a USD account in the name of your firm.			

<p>Please, state your company's contacts i.e. email address and Telephone number through which you can be contacted.</p>	
<p>What is the validity of your offer in calendar days? UNHCR requires a minimum of 180 days</p>	<p>.....Calendar days</p>
<p>What is your estimated completion time for all the lots you are bidding for?</p>	
<p><b>Note: Bidders bidding for more than 1 lot must be able to execute all of them simultaneously.</b></p>	<p>.....Calendar days</p>

X \_\_\_\_\_  
Company Representative (Director/Executive)

Date \_\_\_\_\_

X \_\_\_\_\_  
Company stamp