**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 | Contracts/POs and completion certificates for past projects executed in construction included in the technical envelop? |  |  |  |
| 4 | Experience and highest certificates of key staff included in the technical envelop? |  |  |  |
| 5 | Audited financial statements or bank statements for the past 3 years included in your technical envelop |  |  |  |
| 6 | Your have submitted your approach and methodology that includes a a resources deployment plan, workplan, critical path analysis etc and **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 which lots you are bidding for ***(Lot I, lot II, Lot III)*** |  |
| 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 |
| What is your completion time for all the lots you are bidding for?***Note: Bidders bidding for more than 1 lot must be able to execute all of them simultaneously.*** | ………………………………………………………Calendar day |

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

