UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ITB-2016-787 ANNEX E

CHECKLIST FOR BID SUBMISSION

This document is a supporting tool for Bidders in order to submit a complete Bid Package hence disqualification due to reasons of substance or form can be avoided.

- ☐ Presentation of hotel facilities **including**:
    1. at least one photo of the main conference room,
    2. at least one photo of the breakout room.
- ☐ Duly **completed** and **signed** Technical Offer Form (Annex A) where all mandatory requirements are taken into consideration.
- ☐ Duly **completed** and **signed** Financial Offer Form (Annex B).
- ☐ UNHCR's cancellation policy is **confirmed or proposed** another one in the last box of Financial Offer Form (Annex B).
- ☐ UN Security and Safety Measures for Hotels (Annex D) is **confirmed** on compliance by signing the document.
- ☐ Vendor Registration Form is duly **completed** and **signed** (Annex F).
- ☐ UNHCR General Conditions for the provision of Services is **signed** (Annex G).

Bid Package submission only to HQSMSBID@UNHCR.ORG.

Bids addressed/copied to any other recipients will be disqualified. Technical and Financial Offers are sent in separate documents.

Maximum size of e-mail is 5 MB. In case it is necessary to send more than one e-mail, please indicate in e-mail subject field:

- Bid no. ITB/2016/787
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).