RFP reference no: CANADA/RFP/PSP/2018/001

Name of Bidder: [to be inserted by bidder]

Date: [to be inserted by bidder]

Signature of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TECHNICAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No/NA** | **Reference** | **If NO or NA provide comment** |
| Have you thoroughly read the instructions/information of RFP cover page? | YES  NO |  |  |
| Have you thoroughly read the instructions/information of Terms of Reference? | YES  NO | Annex A |  |
| Have you thoroughly read the information requested on UNHCR Vendor Registartion Form? | YES  NO | Annex C |  |
| Do you accept UNHCR General Conditions of Contracts? | YES  NO | Annex D |  |
| Do you accept UNHCR Special data protection conditions? | YES  NO | Annex E |  |
| **Have you submitted the following documents?** |  |  |  |
| Completed & signed RFP Checklist Form (this form) | YES  NO  NA | Annex F |  |
| Completed and signed Vendor Registration Form | YES  NO  NA | Annex C |  |
| Your technical offer (no template provided) | YES  NO  NA | Based on Annex A |  |
| Your company profile | YES  NO  NA | Based on Annex A |  |
| Registration certificate | YES  NO  NA | Based on Annex A |  |
| Last audit report and/ or Balance Sheet | YES  NO  NA | Based on Annex A |  |
| List of main clients | YES  NO  NA | Based on Annex A |  |
| Three (3) references that we may contact from your client list | YES  NO  NA | Based on Annex A |  |
| A description of your agency capacity to provide the service | YES  NO  NA | Based on Annex A |  |
| No pricing information is to be included into the technical proposal. | YES  NO | RFP cover page |  |

**FINANCIAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No** | **Reference** | **If NO provide comment** |
| Financial Proposal Form is duly completed | YES  NO | Annex B |  |
| Financial Proposal Form is submitted in a separate email | YES  NO | Annex B |  |
| Have you taken notice that single currency (CAD$) is to be used for your submission? | YES  NO | Annex B |  |
| Have you taken notice that prices are to be submitted excluding VAT, GST or HST and any local charges? | YES  NO | Annex B |  |

**BID SUBMISSION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No** | **Reference** | **If NO provide comment** |
| Have you sent acknowledgement of receipt of the tender invite to [galer@unhcr.org](mailto:galer@unhcr.org)? | YES  NO | RFP cover page |  |
| Have you taken note of the query deadline (18th of April 2018 23:59 PM EST) to submit your questions about the services required, forms to be submitted and tendering procedure? No questions can be answered after this deadline. | YES  NO | RFP cover page |  |
| Have you taken note of the email address [galer@unhcr.org](mailto:galer@unhcr.org) to send your queries? | YES  NO | RFP cover page |  |
| Have you taken note of the bid submission deadline (3rd of May 2018 23:59 EST)? | YES  NO | RFP cover page |  |
| Have you taken note of the email address ([DENCOBID@unhcr.org](mailto:DENCOBID@unhcr.org)) for the bid submission? | YES  NO | RFP cover page |  |
| Have you taken notice of the language (English) of submission? | YES  NO | RFP cover page |  |
| Please note that inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. | YES  NO | RFP cover page |  |