

**ITB/HCR/JOR/2019/35**

**BID DOCUMENT CHECKLIST**

This checklist is meant to assist you in determining that all steps were taken to fully complete the proposal, please tick the appropriate boxes.

**First Envelope (Technical Proposal)**

No.	Requirement	Tick where appropriate
01	Valid copy of registration Certificate as a supplier of printing services from the relevant authorities in Jordan.	<input type="checkbox"/>
02	Valid company business bank account, indicating bidder account name in the vendor registration Form (Annex D), or a statement from bidder bank indicating bidder account name as commercial account.	<input type="checkbox"/>
03	The bidder should not include any financial information in their technical proposal.	<input type="checkbox"/>
04	Confirmation accepting UNHCR General Conditions for goods and services, by Providing signed and stamped form or confirmation acceptance statement in bidder technical offer.	<input type="checkbox"/>
05	Confirmation accepting UN Supplier Code of Conduct, by Providing signed and stamped form or confirmation acceptance statement in bidder technical offer.	<input type="checkbox"/>
06	Complete Vendor Registration Form and dully signed and stamped (Annex D)	<input type="checkbox"/>
07	Provide relevant printing experience. Bidders need to be registered in the printing services for the last five (5) years.	<input type="checkbox"/>
08	Acceptance to fixed price during the proposed contract duration as per the tender documents. Bidder confirmation is requested to be mentioned in the technical offer.	<input type="checkbox"/>
09	Provide relevant list of clients with business of printing services, minimum of 5 clients in Jordan.	<input type="checkbox"/>
10	Provide a list of relevant of experience with UN Agencies, International Organisations, Embassies and Multinational Corporation, minimum of 3 reference.	<input type="checkbox"/>
11	Provide Audit Financial Statement for the last two (2) years from a certified <b>Audit Bureau</b> .	<input type="checkbox"/>
12	Provide samples for evaluation, bidders should provide samples for the items they are offering. The samples will be technically evaluated.	<input type="checkbox"/>
13	Bidders are requested to quote for all items in Annex C, partial offers are not accepted	<input type="checkbox"/>
15	Dully signed and stamped UNHCR General Conditions for goods and services.	<input type="checkbox"/>



**UNHCR**

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

## Second Envelope (Financial Proposal)

01	Financial Proposal containing price schedules	<input type="checkbox"/>
02	Bank details dully filled, if not registered with UNHCR	<input type="checkbox"/>

*\*This form needs to be submitted. It provides you for assuring compliance with all required documentation.*

PREPARED BY: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Company Stamp