

COMPANY NAME:	
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I confirm that the following documents have been attached to our tender submission:	Indicate Yes or No
In the Commercial/Registration Documents submission:	
- Copy of valid registration license	<input type="checkbox"/>
- Financial Statements (for the last 2 years)	<input type="checkbox"/>
- Filled and signed Annex D (Vendor Registration Form) – Must include business bank account information	<input type="checkbox"/>
- Filled and signed Annex G (Submission Checklist and Acknowledgements)	<input type="checkbox"/>
- Acknowledged Annex E (General Conditions of Contracts) – Use next page of this document Annex G	<input type="checkbox"/>
- Acknowledged Annex F (UN Supplier Code of Conduct) – Use next page of this document Annex G	<input type="checkbox"/>
- Confirm that our company is clear on Sanction Lists - Use next page of this document Annex G and submit duly signed annex H	<input type="checkbox"/>
In the Technical Proposal submission:	
- Filled Annex B (Technical Response Form).	<input type="checkbox"/>
- Company Profile is submitted.	<input type="checkbox"/>
- Financial Capacity (Income Statement and Balance Sheet (last 2 years).	<input type="checkbox"/>
- Valid license from the relevant authority as described in Terms of Reference under 2.3.is submitted.	<input type="checkbox"/>
- Management and organization structure is submitted	<input type="checkbox"/>
- Statements on Similar contracts within the last ten (10) years including value and contact for primary clients	<input type="checkbox"/>
- Implementation Timelines and detailed Project Schedule is submitted	<input type="checkbox"/>
- A declaration letter that your company has not been and is not subject to judgment for fraud, corruption is submitted.	<input type="checkbox"/>
- Qualifications of designated staff dealing with UNHCR (CV's) are submitted	<input type="checkbox"/>
- AnnexB.1 “Complementary Technical Response Form – Monitoring Team Size” is filled and submitted.	<input type="checkbox"/>
- One (1) work sample of previous issued audit report is submitted	<input type="checkbox"/>
- One (1) work sample of previous issued monitoring report is submitted	<input type="checkbox"/>
In the Financial offer submission:	
- Filled in Annex C (Financial Offer Form) – The financial offer should be submitted in both PDF version (stamped, dated and signed) and EXCEL version	<input type="checkbox"/>

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ACKNOWLEDGEMENTS:

I herewith confirm to have read and to acknowledge the UNHCR General Conditions for Provision of Services (Annex E):

Authorized Signature

Stamp:

I herewith confirm to have read and to acknowledge the UN Supplier Code of Conduct (Annex F):

Authorized Signature

Stamp:

I herewith confirm our company's clearance on the Sanction Lists as per the Annex H:

Authorized Signature

Stamp: