RFP reference no: **CANTO/RFP/PSP/2017/004/TMK**

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 the below documents?**  |
| RFP cover page  | [ ]  YES [ ]  NO  |  |  |
| Terms of Reference  | [ ]  YES [ ]  NO  | Annex A |  |
| UNHCR General Terms and Conditions | [ ]  YES [ ]  NO  | Annex D |  |
| UNHCR Vendor Registartion Form | [ ]  YES [ ]  NO  | Annex C |  |
| **Do you accept UNHCR General Terms and Conditions?** | [ ]  YES [ ]  NO  | Annex D |  |
| **Do you accept UNHCR Special Data Protection Conditions? This document is to be signed.** | [ ]  YES [ ]  NO | Annex E |  |
| **Have you submitted the following documents?** |  |  |  |
| RFP Checklist Form duly filled in & signed (this form) | [ ]  YES [ ]  NO [ ]  NA | Annex F |  |
| Your technical offer (there is no set format) without financial components (i.e. pricing) | [ ]  YES [ ]  NO [ ]  NA | Based on Annex A |  |
| Your company profile | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| Registration certificate | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| Last audit report and/ or Balance Sheet | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| List of main clients | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| Three (3) references that we may contact from your client list | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| Any relevant samples to support delivery of services | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| A description of your organization’s capacity to provide the service | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| **UNHCR Special Data Protection Conditions signed** | [ ]  YES [ ]  NO [ ]  NA | Annex E |  |
| **UNHCR Vendor Registration Form filled in (in case of new vendors for UNHCR)** | [ ]  YES [ ]  NO [ ]  NA | Annex C |  |
| **Have you taken note of the query deadline to submit your questions about the services required and tendering procedure (30.10 23:59 EST)?** | [ ]  YES [ ]  NO  | RFP cover page |  |
| **Have you taken note of the email address to send your queries (galer@unhcr.org)?** | [ ]  YES [ ]  NO  | RFP cover page |  |
| **Have you taken note of the bid submission deadline (21.11 23:59 EST)?** | [ ]  YES [ ]  NO  | RFP cover page |  |
| **Have you taken note of the email address for the bid submission (DENCOBID@unhcr.org)?** | [ ]  YES [ ]  NO  | RFP cover page |  |
| **Have you taken notice of the language of submission? English.** | [ ]  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 of the currency of submission (CAD)? | [ ]  YES [ ]  NO | Annex B |  |
| Have you taken notice that prices are to be submitted excluding VAT and local charges? | [ ]  YES [ ]  NO | Annex B |  |
| Financial offer is to be sent in separate email from the technical offer. | [ ]  YES [ ]  NO |  |  |