

RFP Checklist Form

Bidder is requested to complete this form, sign it and return it as part of their Proposal submission. No alterations to its format shall be permitted and no substitutions shall be accepted.

RFP reference no: **PSFRIT0022 Printing Services for Direct Mailing and Other printed Materials 2017-2018**

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	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Terms of Reference	<input type="checkbox"/> YES <input type="checkbox"/> NO	Annex A	
UNHCR General Terms and Conditions	<input type="checkbox"/> YES <input type="checkbox"/> NO	Annex D	
UNHCR Vendor Registration Form	<input type="checkbox"/> YES <input type="checkbox"/> NO	Annex C	
Confidentiality Declaration	<input type="checkbox"/> YES <input type="checkbox"/> NO	Annex G	
Do you accept UNHCR General Terms and Conditions?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Annex E	
Have you submitted the following documents?			
RFP Checklist Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	Annex F	
Your technical offer	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	Based on Annex A	
Some relevant samples of your products	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	Based on Annex A	
Annex E duly filled in with timing	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	Based on Annex A	
Your company profile	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	RFP cover page	
Registration certificate	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	RFP cover page	
Last audit report and/ or Balance Sheet	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	RFP cover page	
List of main clients	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	RFP cover page	
Three (3) references that we may contact from your client list	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	RFP cover page	
Number of similar and successfully completed projects and/ or currently underway, especially with regard to printing services for direct mailing activities	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	RFP cover page	
Evidence of presence and experience in the country	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	RFP cover page	
A description of your organization's capacity to provide the service	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	RFP cover page	

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Have you taken note of the <u>query deadline</u> to submit your questions about the services required and tendering procedure?	<input type="checkbox"/> YES <input type="checkbox"/> NO	RFP cover page	
Have you taken note of the <u>email address</u> to send your queries?	<input type="checkbox"/> YES <input type="checkbox"/> NO	RFP cover page	
Have you taken note of the <u>bid submission deadline</u> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO	RFP cover page	
Have you taken note of the <u>email address</u> for the bid submission?	<input type="checkbox"/> YES <input type="checkbox"/> NO	RFP cover page	
Have you taken note of the <u>postal address</u> for the submission of relevant samples?	<input type="checkbox"/> YES <input type="checkbox"/> NO	RFP cover page	
Have you taken notice of the <u>language</u> of submission?	<input type="checkbox"/> YES <input type="checkbox"/> NO	RFP cover page	

FINANCIAL PROPOSAL

Activity	Yes/No	Reference	If NO provide comment
Financial Proposal Form is duly completed	<input type="checkbox"/> YES <input type="checkbox"/> NO	Annex B	
Financial Proposal Form is submitted in a separate email	<input type="checkbox"/> YES <input type="checkbox"/> NO	Annex B	
Have you taken notice of the <u>currency</u> of submission?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Annex B	
Have you taken notice that prices are to be submitted excluding VAT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Annex B	