ANNEX F - 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: 2017/HCR/HKG/RFP/10063

Name of Bidder:

Date:

Signature of Bidder:

**TECHNICAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No/NA** | **Reference** | **If NO or NA provide comment** |
| **I. 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 Special data protection conditions | [ ]  YES [ ]  NO  | Annex E |  |
| UNHCR Vendor Registration Form | [ ]  YES [ ]  NO  | Annex C |  |
| **II. Do you accept UNHCR General Terms and Conditions?** | [ ]  YES [ ]  NO  | Annex D |  |
| **III. Do you accept UNHCR Special data protection conditions?** | [ ]  YES [ ]  NO  | Annex E |  |
| **IV. Have you submitted the following documents/information?** |  |  |  |
| RFP Checklist Form (this form) | [ ]  YES [ ]  NO  | Annex F |  |
| Your technical offer, it is submitted in a separate email (clearly indicating in the subject line), no pricing information included | [ ]  YES [ ]  NO  | Based on Annex A |  |
| Vendor Registration Form | [ ]  YES [ ]  NO  | Annex C |  |
| Your company profile | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| Registration certificate | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| Last audit report | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| Any relevant experience working with UNHCR, other UN agencies or NGO | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| Three (3) references that we may contact from your client list | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| Evidence of research experience in the business or the number of similar and successfully completed projects in research service | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| Evidence of presence and experience in the country | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |
| A description of your organization’s capacity to provide the service | [ ]  YES [ ]  NO [ ]  NA | RFP cover page |  |

**FINANCIAL PROPOSAL**

|  |  |  |  |
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| **Activity** | **Yes/No** | **Reference** | **If NO provide comment** |
| **I. Financial Proposal Form is duly completed**  | [ ]  YES [ ]  NO  | Annex B |  |
| Financial Proposal Form is submitted in **pdf format** in a separate email (clearly indicating in the subject line) | [ ]  YES [ ]  NO  | Annex B |  |
| Have you taken note of the currency (HKD) of submission? | [ ]  YES [ ]  NO | RFP cover page |  |
| Have you taken note that prices have to be given exclusive of all forms of tax? | [ ]  YES [ ]  NO | RFP cover page |  |

**BID SUBMISSION**

|  |  |  |  |
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| **Activity** | **Yes/No** | **Reference** | **If NO provide comment** |
| I. Have you sent acknowledgement of receipt of 2017/HCR/HKG/RFP/10063 to chiho@unhcr.org? | [ ]  YES [ ]  NO | RFP cover page |  |
| II. Have you taken note of the query deadline 9th of October 23:59hrs (HK time zone) to submit your questions about the services required, forms to be submitted and tendering procedure etc.? | [ ]  YES [ ]  NO  | RFP cover page |  |

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| III. Have you taken note of the email address chiho@unhcr.org to send your queries? | [ ]  YES [ ]  NO  | RFP cover page |  |
| IV. Have you taken note of the suppliers’ conference date (11th of October 2017 at 11:00hrs. HK time zone) and address (UNHCR Hong Kong Address: Room 911, Yau Ma Tei Carpark Bldg., 250 Shanghai Street, Kowloon, HK)? | [ ]  YES [ ]  NO  | RFP cover page |  |
| V. Have you taken note of the bid submission deadline 26th of October 2017 23:59hrs HK time zone?  | [ ]  YES [ ]  NO  | RFP cover page |  |
| VI. Have you taken note of the email address hkbids@unhcr.org for the bid submission? | [ ]  YES [ ]  NO  | RFP cover page |  |
| VII. Have you taken note of the language (English) of submission? | [ ]  YES [ ]  NO  | RFP cover page |  |