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**

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| --- | --- | --- | --- |
| **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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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](mailto: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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| III. Have you taken note of the email address [chiho@unhcr.org](mailto: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](mailto: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 |  |