RFP reference no: **PSPIT0066 Website Maintenance and Digital Developments**

Name of Bidder: [to be inserted by bidder]

Date: [to be inserted by 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 E |  |
| UNHCR Vendor Registration Form | YES  NO | Annex D |  |
| **Do you accept UNHCR General Terms and Conditions?** | YES  NO | Annex E |  |
| **Have you submitted the following documents?** |  |  |  |
| RFP Checklist Form | YES  NO  NA | Annex F |  |
| Your technical offer, including Emergency Plan and Annex C Timing | 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 with contact details that we may contact from your client list | YES  NO  NA | RFP cover page |  |
| Evidence of similar and successfully completed projects and/ or currently underway | YES  NO  NA | RFP cover page |  |
| **Have you clearly indicated in your technical offer for which lot/lots are you participating to?** | YES  NO | Based on Annex A |  |
| **Have you taken note of the query deadline to submit your questions about the services required and tendering procedure (8th October 2019 h 23:59 CET)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the email address to send your queries (**[**celi@unhcr.org**](mailto:celi@unhcr.org) **)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the bid submission deadline (23/10/2019 h 23:59 CET)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the email address for the bid submission (**[**DENCOBID@unhcr.org**](mailto:DENCOBID@unhcr.org)**)?** | YES  NO | RFP cover page |  |
| **Have you taken notice of the language of submission (ie English or English and Italian)?** | 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 (ie EUR)? | YES  NO | Annex B |  |
| Have you taken notice that prices are to be submitted excluding VAT? | YES  NO | Annex B |  |