ANNEX F - RFP Submission Checklist

**Bidders are 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: ROW/RFP/PSP/2017/001

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** |
| **I. Have you thoroughly read the instructions/information of the below documents?**  |  |  |  |
| RFP cover memo  | [ ]  YES [ ]  NO  |  |  |
| Terms of Reference  | [ ]  YES [ ]  NO  | Annex A |  |
| UNHCR General Terms and Conditions | [ ]  YES [ ]  NO  | Annex D |  |
| UNHCR Special Conditions for Fundraising Activities | [ ]  YES [ ]  NO  | Annex E |  |
| UNHCR Vendor Registartion Form | [ ]  YES [ ]  NO  | Annex C |  |
| **II. Do you accept UNHCR General Terms and Conditions?** | [ ]  YES [ ]  NO  | Annex D |  |
| **III. Do you accept UNHCR Special Conditions for Fundraising Activities?** | [ ]  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 memo |  |
| Registration certificate | [ ]  YES [ ]  NO [ ]  NA | RFP cover memo |  |
| Last audit report | [ ]  YES [ ]  NO [ ]  NA | RFP cover memo |  |
| Any relevant experience working with UNHCR Mexico, other UN agencies or NGO | [ ]  YES [ ]  NO [ ]  NA | RFP cover memo |  |
| Three (3) references that we may contact from your client list | [ ]  YES [ ]  NO [ ]  NA | RFP cover memo |  |
| Evidence of experience in the business or the number of similar and successfully completed projects  | [ ]  YES [ ]  NO [ ]  NA | RFP cover memo |  |
| Evidence of presence and experience in the country | [ ]  YES [ ]  NO [ ]  NA | RFP cover memo |  |
| A description of your organization’s capacity to provide the service | [ ]  YES [ ]  NO [ ]  NA | RFP cover memo |  |

**FINANCIAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 (MXP) of submission? | [ ]  YES [ ]  NO | RFP cover memo |  |
| Have you taken note that prices have to include detailed and full taxes VAT, GST or HST? | [ ]  YES [ ]  NO | RFP cover memo |  |

**BID SUBMISSION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No** | **Reference** | **If NO provide comment** |
| I. Have you sent acknowledgement of receipt of the ROW/RFP/PSP/2017/001 to usawapsp@unhcr.org? | [ ]  YES [ ]  NO | RFP cover memo |  |
| II. Have you taken note of the query deadline (9 June 2017) to submit your questions about the services required, forms to be submitted and tendering procedure? | [ ]  YES [ ]  NO  | RFP cover memo |  |
| III. Have you taken note of the email address (floresf@unhcr.org) to send your queries? | [ ]  YES [ ]  NO  | RFP cover memo |  |
| IV. Have you taken note of the bid submission deadline (3 July 2017 17:00 CDMX)? | [ ]  YES [ ]  NO  | RFP cover memo |  |
| V. Have you taken note of the email address (usawapsp@unhcr.org) for the bid submission? | [ ]  YES [ ]  NO  | RFP cover memo |  |
| VI. Have you taken notice of the language (English) of submission? | [ ]  YES [ ]  NO  | RFP cover memo |  |