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](mailto: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 |  |