## FORM B: CHECKLIST

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| ITB reference: | UNFPA/DNK/ITB/21/011 |

This form serves as a checklist for preparation of your bid. Please complete the returnable bidding forms in accordance with the instructions and return them as part of your bid submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your bid, please ensure compliance with the instructions in Section 2: Instructions to Bidders and Section 3: Data Sheet.

**Supplier Eligibility Documents:**

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| **Have you duly completed all the returnable bidding forms?** |  |
| Form C: Bid Submission |  |
| Form D: Bidder Information |  |
| Form E: Eligibility and Qualification |  |
| Form F: Drive – Questionnaire on corporate social responsibility |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |
| **Have you provided the required documents in support of Form D: Bidder Information?** |  |
| **Have you quoted for ALL major products and services?** |  |
| **Have you quoted for at least 50% (16/31) routine products?** |  |

**Technical bid:**

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| **Have you duly completed all the returnable bidding forms?** |  |
| Form G.1: Technical Bid, to be submitted duly filled in and signed both in PDF and XLS format (**1 form for all bid items and services**) |  |
| Form G.2: Questionnaire for Dignity Kit products, to be submitted duly filled in and signed (**1 form for each of the bid items**) |  |
| Form G.3: Questionnaire for Electrical or Battery Operated Equipment, to be submitted duly filled in and signed (**1 form for each of the relevant bid items only**) |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |
| **Have you provided the required documents in support of Form G.2 Questionnaire for Dignity Kit products?** |  |
| **Have you provided the required documents in support of Form G.3 Questionnaire for Electrical or Battery Operated Equipment?** |  |

**Financial bid:**

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| Form H: Financial bid |  |