## FORM B: CHECKLIST

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| ITB reference: | UNFPA/DNK/ITB/21/013 |

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:**

|  |  |
| --- | --- |
| **Have you duly completed all the returnable bidding forms?** |  |
| Form C: Bid Submission |  |
| Form D: Bidder Information |  |
| Form E: Joint Venture/Consortium/Association Information |  |
| Form F: Eligibility and Qualification |  |
| Form G: 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 items category?** |  |

**Technical bid:**

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| --- | --- |
| **Have you duly completed all the returnable bidding forms?** |  |
| Form I: Technical Questionnaire, to be submitted duly filled in and signed both in PDF and XLS format |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Financial bid:**

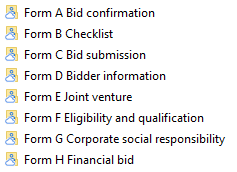
|  |  |
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| Form H: Financial bid, to be submitted duly filled in and signed both in PDF and XLS format |  |

**Bidders are requested to follow this structure in order to facilitate the review process:**

**Envelope 1 – Commercial bid template**

A folder with all bidding forms from A to H, including supporting documentation.





**Envelope 2 – Technical bid template**

A folder with Form I. Technical questionnaire and a separate folder per each item named after UNICEF material number (example S0002150 etc.) with subfolders including all requested certificates, documentation and technical information indicated in the ITB document and Technical Questionnaire.





