

**ANNEX I - RFP/SOADEN/003/21 FOR PROVISION OF INTERPRETATION SERVICES
SUBMISSION CHECKLIST AND ACKNOWLEDGEMENTS**

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|----------------------|--|
| COMPANY NAME: | |
|----------------------|--|

| I confirm that the following documents have been attached to our tender submission: | Indicate Yes or No |
|---|--------------------|
| 1. In the Technical Offer <u>in separate email</u>: | |
| - Copy of valid Business Registration certificate | _____ |
| - Copy of valid Work permit, Trading license and Tax membership | _____ |
| - Documents proofing 3 years of experience | _____ |
| - Filled and signed Annex D (Vendor Registration Form) | _____ |
| - Filled and signed Annex I (Submission Checklist and Acknowledgements) | _____ |
| - Acknowledged Annex E (General Conditions of Contracts) – <i>Use next page of this document Annex I</i> | _____ |
| - Acknowledged Annex F (UN Supplier Code of Conduct) – <i>Use next page of this document Annex I</i> | _____ |
| - Confirm that our company is not on the Consolidated United Nations Security Council Sanctions List - <i>Use next page of this document Annex I</i> | _____ |
| - Filled Annex B (Technical Proposal Form) | _____ |
| 2. In the Financial Proposal <u>in separate email</u>: | |
| - Filled Annex C (Financial Proposal Form) – <i>The financial offer should be submitted in a sperate email (stamped, dated and signed)</i> | _____ |

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| COMPANY NAME: | |
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ACKNOWLEDGEMENTS:

I herewith confirm to have read and to acknowledge the UNHCR General Conditions for Provision of Services (Annex E):

Authorized Signature

Stamp:

I herewith confirm to have read and to acknowledge the UN Supplier Code of Conduct (Annex F):

Authorized Signature

Stamp:

I herewith confirm that our company is not on the Consolidated United Nations Security Council Sanctions List

(available at: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities>)

Authorized Signature

Stamp: