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| **COMPANY NAME:** |  |

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| **I confirm that the following documents have been attached to our tender submission:** | **Indicate**  **Yes or No** |
| 1. ***In the Commercial/Registration Documents in separate envelope:***  * Copy of valid Business Registration certificate * Filled and signed Annex E (Vendor Registration Form) *– Must include business bank account information* * Financial Statements (last 2 years) * Filled and signed Annex D (Submission Checklist and Acknowledgements) * Acknowledged Annex F (General Conditions of Contracts) *– Use next page of this document* ***Annex E*** * Acknowledged Annex G (UN Supplier Code of Conduct) *– Use next page of this document* ***Annex F***  1. ***Include the following in the Technical Proposal in separate PDF File:***  * Technical Specification with Catalogue Submitted * Documented evidence that such works have been done in the past * Compliance with the established UNHCR specifications as stated in Annex A * Filled Annex **C** (Technical Offer Form) * Presentation of Quality Certification (where applicable)  1. ***In the Financial Proposal in separate envelope:***  * Filled Annex **B** (Financial Offer Form) *– The financial offer should be submitted in both PDF version (stamped, dated and signed) and EXCEL version* |  |

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| **COMPANY NAME:** |  |

**ACKNOWLEDGEMENTS:**

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| **I herewith confirm to have read and to acknowledge the UNHCR General Conditions for Provision of Services (Annex F):**    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:**  *Authorized Signature* |
| **I herewith confirm to have read and to acknowledge the UN Supplier Code of Conduct (Annex G):**    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:**  *Authorized Signature* |