

ANNEX F

RFP/HCR/ETHAO/2022/007 – Borehole Drilling at UNHCR Assosa Guesthouse, Benishangul-Gumuz Region, Ethiopia

Proposal Submission Checklist

No	Verify Compliance Before Submission of your Proposal	Tick (✓) if complied
1	RFP and its annexes read thoroughly.	
2	Ask questions, if any, through ETHAOSUP@unhcr.org until 12 th November 2022.	
3	Site visit (recommended but not mandatory) at project site on or before 13 th November 2022.	
4	Proposal must be prepared in English.	
5	Take Note: No Advance Payment will be considered for this RFP by UNHCR.	
6	Take Note: A 5% retention fee, payable in 3 months is applicable.	
7	Where necessary, indicate specifications (incl. brand names) of the materials proposed.	
8	Thoroughly read Annex H (eTenderBox Registration Guide) and Annex I (eTenderBox Supplier User manual).	
9	Submission of your Proposal MUST be done on/before 14 th November 2022 at 23:59 hours local time (+03:00 GMT) through the UNHCR eTenderBox platform: http://etenderbox.unhcr.org	