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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** |
| **In the Commercial/Registration Documents:**   * Copy of valid Business Registration Certificate submitted not less than 3 years * Valid LPG Wholesale License issued by the Rwanda Utilities Regulatory Board. * Tax clearance certificate for 2021 or instalment payment agreement submitted * You accept UNHCR payment terms (within 30 days after receipt of correct invoice) * Filled and signed Annex D (Vendor Registration Form) if not yet registered with UNHCR submitted * Acknowledged Annex E (General Conditions of Contracts) * Acknowledged Annex F (UN Supplier Code of Conduct) * Confirmation that your company is not on the Consolidated sanctions List   **In the Technical and Functional Proposal:**   * Filled Annex G (Technical proposal Form) including all the requirements as stated in the subject form. * You have stated in Annex G the technical composition of you LPG * You have attached Standards Certifications such as RS EAS 900-1: 2018 or RS ISO 11625: 2007, FDRS 575—2:2011, or equivalent. * You have attached a signed confirmation letter on your letterhead confirming that the minimum quantities required can be supplied and stating your exact delivery capacity * You proposed approach has been detailed in annex * Proven expertise in the supply of bulk LPG in Rwanda with supporting POs and/or contracts within the past 5 years attached. * Details of your depots and trucks with bobtails detailed in annex G? * Financial records stated in annex G and Audited financial statements and/or bank statements for the past 3 years attached * Staffing capacity detailed in annex G and academic certificates and CVs attached?   **In the Financial Proposal in separate envelope:**   * Filled Annex C (Financial offer Form) – The financial offer should be submitted in **PDF version (stamped, dated, and signed)** | ☐  ☐  ☐  ☐ |

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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 Goods (Annex E):**    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:**  *Authorized Signature* |
| **I herewith confirm to have read and to acknowledge the UN Supplier Code of Conduct (Annex F):**  **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:**  *Authorized Signature* |
| **I herewith confirm to have read and to acknowledge that our company is not in the list of:**   * **UN Security Council Consolidated list of individual entities with association to Terrorist Organizations.**   *(available at:* [*https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities*](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities)*)*   * **UN Secretariat Procurement Division list of suspended or removed vendors.** * **UNGM/World Bank list of suspended or debarred vendors.**   **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:**  *Authorized Signature* |
| **I herewith confirm and acknowledge that bidder/products are eligible for business according to local Rwandan regulations.**  **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:**  *Authorized Signature* |
| **Your Contact Details for this Tender:**  **Name:**  **Position:**  **Office Tel.**  **Cell no.**  **E-mail address:** |