**Form B: Checklist Form**

Offerors are requested to complete this form and return it as part of their Proposal submission.

RFP reference no: RFP/2023/46910

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

**Before submitting your Proposal, please ensure compliance with the instructions included in Section I: RFP Particulars, Article 23, Proposal Submission.**

**TECHNICAL PROPOSAL ENVELOPE:**

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| **Activity** | **Yes/No/NA** | **Page # in your Proposal** | **If NO provide comment** |
| **Have you duly completed all the Returnable Bidding Forms?** | **☐ YES ☐ NO ☐ NA** |  |  |
| Form B: Checklist Form | ☐ YES ☐ NO ☐ NA |  |  |
| Form C: Offeror Information Form | ☐ YES ☐ NO ☐ NA |  |  |
| Form D: Joint Venture Partner Information Form | ☐ YES ☐ NO ☐ NA |  |  |
| Form E: Proposal Submission Form | ☐ YES ☐ NO ☐ NA |  |  |
| Form F: Financial Proposal Form | ☐ YES ☐ NO ☐ NA |  |  |
| Form G: Technical Proposal Form | ☐ YES ☐ NO ☐ NA |  |  |
| Form I: Format for Resume of Proposed Key Personnel (At least 3 CVs from the existing pool (Global Coordinator, 3 CVs of Advisor and 3 CVs of expert profiles as per the specifications above on chapters 9, 14 and 15)) | ☐ YES ☐ NO ☐ NA |  |  |
| Form J: Performance Statement Form | ☐ YES ☐ NO ☐ NA |  |  |
| **Have you provided the required documents ?** | **☐ YES ☐ NO ☐ NA** |  |  |
| Valid company/organization registration certificate | ☐ YES ☐ NO ☐ NA |  |  |
| Copy of audited financial statements or Tax certificate or copies of contracts/invoices | ☐ YES ☐ NO ☐ NA |  |  |
| At least 2 reference letters from previous projects/contracts (explicitly mentioning the bidders technical capacity in provision of local and / or international experts supporting government institutions towards alignment of legislation of those of the EU) at a satisfactory level. | ☐ YES ☐ NO ☐ NA |  |  |
| Documents to show compliance to sustainability criteria # 4.1 | ☐ YES ☐ NO ☐ NA |  |  |
| Documents to show compliance to sustainability criteria # 4.2 | ☐ YES ☐ NO ☐ NA |  |  |
| Any promulgated policy development and / or other analytical documents that assisted the beneficiary country to implement EU recommendations with a view to advancing respective national reform agendas towards EU acquis alignment). | ☐ YES ☐ NO ☐ NA |  |  |

**FINANCIAL PROPOSAL ENVELOPE (to be submitted in a separate envelope)**

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| --- | --- | --- | --- |
| **Activity** | **Yes/No/NA** | **Page # in your Proposal** | **If NO provide comment** |
| * Form F: Financial Proposal Form | ☐ YES ☐ NO ☐ NA |  |  |