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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. * Tax clearance certificate for 2022 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. * Confirmation that your company is not on the Consolidated sanctions list * You have included in your technical offer a signed and stamped statement in the official letterhead of your firm of compliance (originality) of your goods with specifications in annex B. * You accept UN delivery terms (DAP UN organisation’s office in Kigali * You accept the delivery lead time of 2 weeks or less after receiving the PO * You have included your firm’s past POs and/or contracts in your technical offer * You have included your firms audited financial statements or bank statements for 2020, 2021, 2022 and 2023 if available in your technical offer. * Your financial and technical offers have been separated in 2 different envelops **or** have been submitted to two different email addresses. * Filled Annex C (Financial offer Form) – If by email, the financial offer should be submitted both in **Excel** and in **PDF version (stamped, dated, and signed)** |  |

**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:**  **Physical address of your company or shop:**  **Name:**  **Position:**  **Office Tel.**  **Cell no.**  **E-mail address:** |