**ANNEX 4**

**FORMAT OF TECHNICAL PROPOSAL**

**Technical Proposals not submitted in this format may be rejected.**

**Financial Proposals must be submitted in a separate envelope or attached in a separate e-mail to a different e-mail address where electronic submission is required.**

Proposer is requested to include a ***one-* page** value statement indicating why they are most suitable to carry out the assignment.

|  |  |
| --- | --- |
| Name of Proposing Organization: |  |
| Country of Registration: |  |
| Type of Legal entity: |  |
| Name of Contact Person for this Proposal: |  |
| Address: |  |
| Phone: |  |
| E-mail: |  |

|  |
| --- |
| **Section 1.0: Expertise of organization submitting proposal** |
| 1.1 Organizational Architecture   * Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue. * Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by **supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.** |
| 1.2 Adverse judgments or awards   * Include reference to any adverse judgment or award. |
| 1.3 General Organizational Capability   * Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability). * Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in. * Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously. |
| 1.4 Subcontracting   * Explain whether any work would be subcontracted, to whom (list any organizations you are planning to partner with to carry out your proposal) how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability. Please list any organizations you are planning to partner with to carry out your proposal |
| 1.5 Quality assurance procedures, risk and mitigation measures   * Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc. |
| 1.6 Relevance of Specialized Knowledge and Experience on Similar Projects   * Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region. * Describe the experience of the organization performing similar goods/services/works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable. * Provide at least 3 references  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Project | Client | Contract Value | Period of performance (from/to) | Role in relation to the undertaken to goods/services/works | Reference Contact Details (Name, Phone, Email) | | 1- |  |  |  |  |  | | 2- |  |  |  |  |  | | 3- |  |  |  |  |  | |
| **Section 2.0: Proposed Work Plan and Approach** |
| |  |  | | --- | --- | | **2.1 Methodology and Approach** | **Description/Guidance** | | **Executive Summary** | An overview of the work and its aims. | | **Project Duration and Geographical Focus** | Implementation should be 3 months and 10 days in duration; the proposer should include activities in Za’atari camp | | **Context and Justification** | This should outline how you intend to undertake the work. | | **Expected Results** | Please describe the outputs and the outcomes of your proposal. | | **Logical Framework** | This should include: goal, outcome, outputs, activities, indicators, means of verification and targets/baselines (sex disaggregated where applicable) for each indicator. | | **Workplan** | Please indicate responsibilities and timeframes for each of your activities. | | **Monitoring and Evaluation** | This section should detail the plan for the monitoring of the project. This should also include information on reporting to UN Women. | | **Communication Plan** | The communication plan should include details of the audience, purpose, messages, communication channels and resources. The final plan will be in line with UN Women’s contractor rules and regulation, and approved by UN Women. | |

|  |  |
| --- | --- |
| **2.2 Timeline, deliverables and reporting** | |
| **Deliverables** | 1. Assessment of learning needs from UN Women beneficiaries and potential beneficiaries in Za’atari. 2. UN Women approved learning plan, annual lesson plan, tools and age-appropriate curriculums for English literacy, Arabic literacy, basic math and basic ICT. 3. UN Women approved learning plan, annual lesson plan, tools and age-appropriate curriculums for after-school learning support. 4. UN Women approved learning plan, annual lesson plan, tools and age-appropriate curriculums for day care facilities. 5. Comprehensive capacity development training rolled out for teachers and day care professionals engaged under the cash for work programme (at least 30 teachers). This should include class room based training, one-on-one mentoring, scenario based trainings, etc. This should result in at least 3 competence development exercises undertaken in order to upgrade the quality of the education services provided. 6. Enrollment of at least 100 women engaged in adult skills services; 100 children in day care services and 80 children/adolescents in after-school learning support. 7. At least 36 learning sessions undertaken in pursuit of adult skills engagement and after school learning (a minimum of 4 sessions per month per centre across the three centre’s in Za’atari, for 3 months – 1 month of curriculum building, 2 months of learning;). 8. Monitoring report charting the impact of the intervention on – a) learning outcomes (before and after assessments), b) teaching capacities (student satisfaction, etc) and c) parental satisfaction with the quality of the day care services. 9. 2 media friendly success stories – including 40 high quality images and 1 short video. 10. Final narrative and financial report. |
| **Activities/**  **Tasks** | **Activities include, but are not limited to, the following:**   1. Assessment of needs of current service users and potential service users 2. Assessment of the training needs of learning professionals 3. Design and establish curriculum for adult basic skills (outlining learning objectives, conception of learning, learning environment, operational culture, teaching approaches, learner assessment etc.) The adult basic skills aims are Arabic literacy, English literacy, basic numeracy and basic ICT skills (a computer lab is available on site). 4. Design and establish clear enrollment processes for adult basic skills service rollout (with the identification of educational needs, baseline level assessment, recognition of prior learning and placement of learners in the appropriate learning levels and classes) and criteria for successful learning dynamics (e.g. number of learners per class, teacher ratio, etc). 5. Design and establish clear lesson and graduation sequence (e.g. number of classes per module, progression from one module to the next) for supporting adult basic skills development. 6. Design teaching methods and establish a schedule for after-school learning support (what type of support is provided, what type of space is provided, how often, criteria for engagement, etc). 7. Design and establish curriculum for day care services – age appropriate and with a focus on play, refining motoric skills, social skills/acting as a group member, child’s individuality and active learning. 8. Undertake structured competence development with the learning professionals – adult basic skills, after school learning and day care - engaged through UN Women’s programme (Syrian refugees earning cash for work) – this includes training on diverse, inter-active, learner-focused teaching methods and learning activities as well as how to undertake lesson planning, addressing the identified training needs of those professionals. There are 30 refugees in total that fall into this category. 9. Roll out the education services, providing on site daily support for 3 months,. 10. Awareness raising of available services with UN Women camp personnel and recruitment of individuals for enrollment in education services. 11. Produce media friendly success stories – including high quality images and short video. |
| **Timeframe and location** | Project should be delivered within a maximum of 3 months and 10 days and should be completed no later than 31st of March 2017 and target Za’atari refugee camp. |
| **Communication and reporting obligations** | The contractor will be asked to submit one final report to the UN Women Recovery Specialist on progress and results. The report must include an analysis of results and impact, including a breakdown by area, not simply the tabulation of input data and activities. To receive payment for a deliverable the contractor will be required to submit an invoice with proof of the deliverable(s).  As detailed above, a final report will be submitted upon completed delivery of the services procured. Upon satisfactory receipt of the report, final payment will be provided. |

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| **Section 3.0: Resource Plan, Key Personnel** |

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| **Personnel / Qualifications** | At a minimum it is expected that the following personnel will be needed to undertake this work:   1. Project Manager: Providing project oversight, quality assurance (100%) 2. Education Specialist/Trainer (70%) 3. Finance officer (20%)   Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.  Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.  ***Substitution*** of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.  Please use the format below, with each CV no more than THREE pages in length. |
| **Roles and responsibilities of the parties** | The contractor will be responsible for delivering the above results. UN Women will join the contractor for key events and will work with the contractor to ensure that necessary visibility is provided to UN Women and its donors. |
| **Profile on Gender Equality** | 1. Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer’s organization, (2) in executive and senior positions, and (3) shareholders. **While this will *not* be a factor of evaluation**, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women’s empowerment. 2. Proposers are also invited to: (1) become a signatory to the [Women Empowerment Principles](http://www.weprinciples.org/Site/Companies/1) (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women’s Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found [here](http://www.empowerwomen.org/business-hub): <http://weprinciples.org/Site/CompaniesLeadingTheWay/> |

**Sample CV template:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | |  | | |
| Position for this Assignment: | |  | | |
| Nationality: | |  | | |
| Language Skills: | |  | | |
| Educational and other Qualifications | |  | | |
|  | | | | |
| Employment Record: [Insert details of as many other appropriate records as necessary]  From [Year]: To [Year]:  Employer:  Positions held: | | | | |
|  | | | | |
| Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary] | | | | |
| Period: From - To | Name of project/organization: | | Job Title, main project features, and Activities undertaken | |
|  |  | |  | |
|  | | | |
| References (minimum 3) | (Name/Title/Organization/Contact Information – Phone; Email) | | |

**ANNEX 5**

**FORMAT OF FINANCIAL PROPOSAL**

The financial proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out-of-pocket expenses should be listed separately.

In case of an equipment component to the service provided, the financial proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures

1. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:

a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the proposer’s overhead and backstopping facilities.

b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a “per diem rate”) for every day in which the experts shall be in the field for purposes of the assignment.

c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.

d. An all-inclusive amount for local travel, if applicable.

e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the proposer for the purposes of the services, office accommodation, investigations, surveys, etc.

f. Summary of total cost for the services proposed.

1. **Schedule of payments:** Proposed schedule of payment might be expressed by the proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

In case two (2) proposals are evaluated and found to be equal in terms of technical competency and price, UN Women will award contract to the company that is either women-owned or has women in the majority in support of UN Women’s core mandate. In the case that both companies are women-owned or have women in the majority, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

1. **Cost Breakdown per Deliverables**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Deliverables** | **Percentage of Total Price** | **Price**  **(Lump Sum, All Inclusive)** | **Delivery time/time period (if applicable)** |
| 1 | * Comprehensive workplan and communication plan. This includes a clear M&E plan with impact oriented indicators to be collected and reported. * Assessment of learning needs from UN Women beneficiaries and potential beneficiaries in Za’atari. * UN Women approved learning plan, lesson plan, tools and age-appropriate curriculums for English literacy, Arabic literacy, basic math and basic ICT. * UN Women approved learning plan, lesson plan, tools and age-appropriate curriculums for after-school learning support.   UN Women approved learning plan, lesson plan, tools and age-appropriate curriculums for day care facilities. | 20% |  | Within three weeks from effective date |
| 2 | * Monitoring report charting the impact of the intervention on – a) learning outcomes (before and after assessments), b) teaching capacities (student satisfaction, etc) and c) parental satisfaction with the quality of the day care services. * Enrollment of at least 100 women engaged in adult skills services; 100 children in day care services and 80 children/adolescents in after-school learning support. | 30% |  | Within three months from effective date |
|  | * Comprehensive capacity development training rolled out for teachers and day care professionals engaged under the cash for work programme (at least 30 teachers). This should include class room based training, one-on-one mentoring, scenario based trainings, etc. This should result in at least 3 competence development exercises undertaken in order to upgrade the quality of the education services provided. * At least 36 learning sessions undertaken in pursuit of adult skills engagement and after school learning (a minimum of 4 sessions per month per centre across the three centre’s in Za’atari, for 3 months – 1 months of curriculum building, 2 months of learning;). * 2 media friendly success stories – including 40 high quality images and 1 short video.   Final narrative and financial report. | 50% |  | Within five months from effective date |
|  | Total | 100% | USD …… |  |

**Signature of Financial Proposal**

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/Stamp of Entity/Date

Name of representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX 6**

**PROPOSAL SUBMISSION FORM**

[The proposer shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

To: *[insert UN Women* Date: *[insert date of Proposal Submission]*

*Address, City, Country]*

We, the undersigned, declare that:

1. We have examined and have no reservations to the Proposal Solicitation Documents*;*
2. We offer to supply in conformity with the Proposal Solicitation Documents the following *To produce advocacy oriented research on rural women’s role in the agricultural sector in Jordan and the current legislative framework*and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
3. We ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN Women contract included herein.
4. We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
5. Our proposal shall be valid for a period of **[120]** days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
7. We, including any subcontractors or suppliers for any part of the contract, have nationality from countries\_\_\_\_\_\_\_\_ *[insert the nationality of the proposer, including that of all parties that comprise the proposer]*
8. We have no conflict of interest in accordance with Clause 1.2 *(Eligible Proposers)* of the RFP Instructions to Proposers;
9. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 *(Eligible Proposers)* of the RFP Instructions to Proposers;
10. We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert signature of person whose name and capacity are shown]*

In the capacity of \_\_\_\_\_\_\_ *[insert legal capacity of person signing this form]*

Name: \_\_\_\_\_\_\_\_\_\_\_\_ *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: \_\_\_\_\_ *[insert complete name of proposer]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

**ANNEX 7**

**VOLUNTARY AGREEMENT**

**Voluntary Agreement to Promote Gender Equality and Women’s Empowerment**

**Between**

**(Name of the Contractor)**

**And**

**The United Nations Entity for Gender Equality and the Empowerment of Women**

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (Name of the Contractor) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

Acknowledge values & principles of [gender equality](http://www.unwomen.org/en/about-us/guiding-documents) and [women’s empowerment](http://weprinciples.org/Site/PrincipleOverview/);

Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;

Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;

  Establish high-level corporate leadership for gender equality;

  Treat women and men fairly at work and respect and support human rights and nondiscrimination;

  Ensure health, safety and wellbeing of all women and men workers;

  Promote education, training and professional development for women;

  Implement enterprise development, supply chain and marketing practices that empower women;

Promote equality through community initiatives and advocacy;

Measure and publicly report on progress to achieve gender equality.

On behalf of the contractor:

**Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX 10**

**JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM**

**(to be completed and returned with your technical proposal)**

|  |  |
| --- | --- |
| **JV / Consortium/ Association Information** | |
| **Name of leading** partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution) | *[insert name, address, telephone/fax or cell number, and the e-mail address]* |
| JV’s Party Legal Name: | *[insert JV’s Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)* |
| JV’s Party Country of Registration: | *[insert JV’s Party country of registration]* |
| JV’s Party Year of Registration: | *[insert JV’s Part year of registration]* |
| JV’s Party Legal Address in Country of Registration: | *[insert JV’s Party legal address in country of registration]* |
| **Consortium/Association’s names of each partner/authorized representative and contact information** | |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address(es) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address(es) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address(es) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address(es) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Consortium/Association** **Agreement** | Attached are copies of original documents of:*[check the box(es) of the attached original documents]*   Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 *(Eligible Bidders)*.   JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties |
| Signatures of all partners/authorized representatives:  We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract. | |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ANNEX 11**

**SUBMISSION CHECKLIST**

For submissions by courier mail/hand delivery:

|  |  |
| --- | --- |
| **Outer envelope containing the following forms:** | |
| * Proposal Submission Form |  |
| * Joint Venture Form (if a joint venture) |  |
| * Voluntary Agreement to Promote GE & WE (Voluntary) |  |
| * Proposal Security Form (if required) |  |
| * Performance Security Form (if required) |  |
| **First inner envelope containing:** | |
| * Technical Proposal |  |
| **Second inner envelope containing:** | |
| * Financial Proposal |  |

For email submissions:

|  |  |
| --- | --- |
| **Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:** | |
| * Technical Proposal |  |
| * Proposal Submission form |  |
| * Joint Venture Form (if a joint venture) |  |
| * Voluntary Agreement to Promote GE & WE (Voluntary) |  |
| * ) |  |
|  |  |
| **Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:** | |
| * Financial Proposal |  |
| * Financial Excel Spreadsheet (if required) |  |

|  |  |
| --- | --- |
| **Please check-off to confirm the below:** | |
| MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD |  |
| THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY AN LEGAL ENTITY FOR MY ORGANIZATION’S ABILITY TO COMPLY AND ACCEPT ALL TERMS. |  |