# SECTION VII – ANNEX G: CHECKLIST OF BID FORMS

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder’s internal reference and does *not* need to be submitted with the Bid.

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| **ACTIVITY** | **LOCATION** | **YES/NO/**  **N/A** | **REMARKS** |
| Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents? | Section I: Instructions to Bidders |  |  |
| Have you reviewed and agreed to the UNFPA General Conditions of Contracts? | SECTION IV: GENERAL CONDITIONS OF CONTRACT |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | SECTION V: UNFPA SPECIAL CONDITIONS OF CONTRACT |  |  |
| Have you completed the Bid Submission Form? | SECTION VII – ANNEX B – BID SUBMISSION FORM |  |  |
| Have you completed the Bidder’s Identification Form? | SECTION VII – ANNEX C: BIDDER IDENTIFICATOIN FORM |  |  |
| Have you completed the Bidder’s Previous Experience Form? | SECTION VII – ANNEx D: BIDDER´S PREVIOUS |  |  |
| Have you completed and signed the Price Schedule Form? | SECTION VII – ANNEX E – PRICE SCHEDULE FORM |  |  |
| Have you completed the Joint Venture Partner Information Form? | SECTION VII – ANNEX F – JOINT VENTURE PARTNER INFORMATION FORM |  |  |
| Have you reviewed all of the relevant Contract form(s)? | SECTION VIII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES |  |  |
| Have you prepared a copy of the previous year’s audited Company Balance Sheet and Financial Statements? | Section I: Instructions to Bidders, clause 11 & SECTION VI: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group? | SECTION I: Instructions to Bidders, clause 2.4 & SECTION VI: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you provided a copy of any of your company’s environmental or social policies, and any related documentation? | Section I: Instructions to Bidders, clause 39 |  |  |
| Have you reviewed the UN Global Compact requirements? | Section I: Instructions to Bidders, clause 39 |  |  |
| Have you sealed and marked the Bids according to Instructions to Bidders clause 19.4 (hard copy Bids) or clause 19.3 (electronic Bids)? | Section I: Instructions to Bidders, clause 19.3 & 19.4 |  |  |
| If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 8 MB, refer to Instructions to Bidders clause 19.3.3 and 19.3.4) | Section I: Instructions to Bidders, clause 19.3.3 and 19.3.4 |  |  |
| Have you noted the Bid closing deadline? | Invitation letter Number 4 |  |  |
| Have you provided information on Supplier Qualification Requirements? | SECTION VI: SUPPLIER QUALIFICATION REQUIREMENTS  &  SECTION VII – ANNEX B – BID SUBMISSION FORM |  |  |
| Have you provided sufficient documentation of your company's ability to undertake the services, i.e.,   * List of similar contracts/LTAs executed for other clients including contact details. * Evidence that the Bidder possesses experience in the geographical area. * At least three years of experience in performing similar contracts/Long Terms Agreements | SECTION VII – ANNEx D: BIDDER´S PREVIOUS  &  SECTION VI: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you provided sufficient documentation of your company’s managerial capability?   * Details of company’s managerial structure. * Quality assurance systems in place. | SECTION VII – ANNEX C: BIDDER IDENTIFICATOIN FORM |  |  |
| Have you supplied clients’ certificates in support of the satisfactory operation of the goods/services as specified above? | SECTION VII – ANNEx D: BIDDER´S PREVIOUS experience |  |  |
| Have you checked Section I: Instructions to Bidders, clauses, 17 & 18 and provided all requested documentation in the correct formats? | Section I: Instructions to Bidders, clauses 16 & 17 |  |  |