## Check Yes or No for the submitted tender documents

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| **No** | **Submitted Documents** | **Tick**  **Yes** | **Tick**  **No** | **From page** | **To**  **page** |
| 1 | Registration certificate/documents |  |  |  |  |
| 2 | Company Profile |  |  |  |  |
| 3 | Bank Statements |  |  |  |  |
| 4 | Audited Financial reports |  |  |  |  |
| 5 | Tax registration certificate |  |  |  |  |
| 6 | List of Purchase Orders |  |  |  |  |
| 7 | List of Contract agreements |  |  |  |  |
| 8 | List of Completed similar projects |  |  |  |  |
| 9 | Reference or Recommendation letters for previous works done |  |  |  |  |
| 10 | Letter confirming adherence to UNHCR technical specifications stipulated in the BOQ |  |  |  |  |
| 11 | Curriculum vitae of the organization personnel |  |  |  |  |
| 12 | Company Organigram |  |  |  |  |
| 13 | Project staff list and copies of certifications |  |  |  |  |
| 14 | Schedule of works/Work Plan |  |  |  |  |
| 15 | Mobilization time |  |  |  |  |
| 16 | Progress report/Daily/Weekly-Frequency |  |  |  |  |
| 17 | Financial Offer |  |  |  |  |
| 18 | List of Property, plant and equipment owned and leased |  |  |  |  |
| 19 | Bidder’s confirmation record of attending the site visit |  |  |  |  |
| 20 | Specification of materials with catalogues/Brochures |  |  |  |  |
|  |  |  |  |  |  |