ANNEX G

RFP/COK/026/2020

Proposal Submission Checklist

No	Verify Compliance Before Submission of your Proposal	Tick (√) if complied
1	RFP and its annexes read thoroughly	
2	Ask questions, if any, through afgkascu@unhcr.org until 08 October 2020.	
3	Mandatory: Site visit, at project site, 05 October 2020	
4	Proposal must be prepared in English	
5	Your Proposal MUST be submitted to UNHCR in a SEALED ENVELOPE	
6	Your Proposal MUST be submitted using 3 envelopes as follows	
	a) OUTER ENVELOPE: To be marked and addressed as per RFP clause 2.6; and will contain the 2 inner envelopes mentioned below	
	b) FIRST INNER ENVELOPE: To contain the Technical Proposal: Your proposal document elaborating the required information as per RFP clause 2.4.1, Your proposed project schedule – work plan using Grantt chart, Your company Registration Document, Your License for Construction Services, List of your past similar projects, your company profile, your audited financial statements, written statement on 120 calendar days proposal validity, list of your skilled / qualified technical personnel for this project with CVs, list of your available machinery tools and equipment to be mobilized for this project, Signed/Stamped ANNEX A, Annex B, Annex E, and Annex F.	
	c) SECOND INNER ENVELOPE: To contain only the BOQ / Financial Proposal Form – Annex D.	
7	Take Note: No Advance Payment will be considered for this RFP by UNHCR. Installment Payment will be applied based on agreed milestones	
8	Take Note: A 10% retention fee, payable in 1 year, is applicable	
9	Where necessary, indicate specifications (incl. brand names) of the materials proposed (eg. Solar equipment, electrical equipment, etc)	
10	Submission of your Proposal MUST be done on/before 18 October 2020 at 16:00 hours local time	