

## ANNEX H

RFP/JAL/006/2020

## 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 <a href="mailto:AFGJASCU@unhcr.org">AFGJASCU@unhcr.org</a> until 15 October 2020	
3	Mandatory: Site visit, at project site, 11 October 2020	
4	Proposal must be prepared in English	
5	Your Proposal MUST be submitted electronically to UNHCR Bid Opening Committee at <a href="mailto:AFGKATENDERBOX@unhcr.org">AFGKATENDERBOX@unhcr.org</a>	
6	Technical and Financial Proposals MUST be sent in separate emails. Each e-mail should be detailed as below. Failure to do so may result in disqualification.	
	<p>a) Technical Proposal: The email subject MUST be titled as Technical proposal and project reference number as <b>RFP/JAL/007/2020</b>. In case the file exceeds the limited size of 25MB, it can be sent in separate emails,</p> <ul style="list-style-type: none"> <li>The technical proposal MUST contain the vendor registration form signed and stamped, UNHCR General Conditions of Contracts for Services and Civil Works, signed and stamped Supplier Registration Form, Proposed Project Schedule – Detailed Work Plan, list and CVs of core technical personnel assigned to this project, and other relevant company registration documentation inclusive of the company profile</li> </ul>	
	b) Financial Proposal: The second email shall contain your completed, signed, dated and stamped BOQ / Financial Proposal Form only ( <b>Annex F</b> )	
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 22 October 2020 at 14:00 hours local time	