ANNEX G

RFP/COK/034/2020

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 **26 November 2020.**	
3	Mandatory: Site visit, at project site, **22 November 2020**	
4	Proposal must be prepared in English	
5	Proposal must be submitted by e-mails only. In the E mail subject line, Pls. clearly indicate the RFP number. All attachments should be in PDF format and no more than 20MB/E mail.	
6	a) **Your technical bids should be submitted by E MAIL to: AFGKATENDERBOX@unhcr.org**	
	b) **Your financial bids should be submitted by E MAIL to: AFGKATENDERFIN@unhcr.org**	
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 **03 December 2020 at 13:00 hours local time**	