

# ANNEX G

RFP/COK/036/2020

## 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:afgkascu@unhcr.org">afgkascu@unhcr.org</a> until <b>30 November 2020</b> .	
3	Mandatory: Site visit, at project site, <b>25 November 2020</b>	
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) <b>Your technical bids should be submitted by E MAIL to:</b> <a href="mailto:AFGKATENDERBOX@unhcr.org">AFGKATENDERBOX@unhcr.org</a>	
	b) <b>Your financial bids should be submitted by E MAIL to:</b> <a href="mailto:AFGKATENDERFIN@unhcr.org">AFGKATENDERFIN@unhcr.org</a>	
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 <b>08 December 2020 at 13:00 hours local time</b>	