**Annex 3: Submission Checklist and response to requirement**

**For use of the bidder to ensure full compliance with ITB requirements**

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| --- | --- | --- |
| # | Requirement  | Response(Yes / No) or attached |
|  | [x]  Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured  |  |
|  | [x]  Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation. |  |
|  | [x]  Implementation Timetable and well defined work schedule as per the UNDP requirement |  |
|  | [x]  CVs of the project/ personnel including the qualification and experience of the Team Leader and all other personnel to be assigned to the project. (Compliance to the minimum required key personnel in Clause 32, F34 Bid Evaluation Criteria)  |  |
|  | [x]  Statement of Satisfactory Performance from the Top Three Clients in terms of Contract Value executed during the past eight years |  |
|  | [x]  Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past 3 years (2013, 2014, 2015) |  |
|  | [x]  List and value of similar projects performed for the last 5 years |  |
|  | ☒ Section 4 – Bid Submission Form |  |
|  | ☒ Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder and Joint Venture |  |
|  | ☒ Annex 2 – Technical Compliance Sheet |  |