

## SECTION 10: CHECKLIST FOR OFFERORS

The hereunder checklist will assist Proposers to verify all the required documents that need to be submitted together with the Technical Proposal Under each LOT:

<i>Description of Documents</i>	<i>Provided OR Not Applicable</i>
Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured	
List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation	
Certificate of Registration of the business (in Yemen for Lot 1 and at country of registration for Lot 2), including Articles of Incorporation, or equivalent document if Bidder is not a corporation	
Official Letter of Appointment as local representative (which should be registered in Yemen), if Bidder is submitting a Bid on behalf of an entity located outside the country	
Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards or citations received by the Bidder, if any	
Statement of Satisfactory Performance from the Top <i>Three</i> Clients during the last 1 year for Lot 1	
Statement of Satisfactory Performance from the Top <i>Three</i> Clients during the last 3 years for Lot 2	
CVs of Senior Manager and Services Coordinator and other key personnel to be engaged in contract implementation	
Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past one year (for Lot 1) and three years (for Lot 2)	
All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. If applicable	
Signed and stamped Proposal Submission form	
Signed and stamped Company information form	
Signed and stamped the Joint Venture form (if applicable)	
Signed and stamped Declaration of no Conflict of Interest form	
Signed and stamped litigation and arbitration form	
Signed and stamped Declaration by the applicant form	
Signed and stamped list of previously implemented similar projects	
Signed and stamped list of expertise provided in the past year(s).	
<b>Signed and stamped Technical proposal (separately for each lot)</b>	
<b>Signed and stamped Financial proposal (separately for each lot)</b>	
The contract form (template) that will be signed between the contracted individuals	

and the company	
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