**Annex 2**

**Check-list for submission**

|  |  |  |
| --- | --- | --- |
| **Sr No.** | **Description** | **Submission of document****Yes/No** **( NA if not applicable )** |
| 1 | 1. In accordance with the list of requirements in Annex 1;
 |  |
| 1. Duly Accomplished Form as provided in Annex 2 and 3
 |  |
| 1. Acceptance of the General Terms & Condition
 |  |
| 2 | Company registration certificate |  |
|  | Company profile |  |
| 3 | Past track record for similar services to minimum 3 clients;Bidders to submit copies of purchase order or contracts from previous three clients |  |
|  | Quality certificate (ISO etc.,) |  |
| 8 | Fumigation/Pest control certificates and brands proposed  |  |
| 9 | Audited financial statements for the past 1 years |  |
| 10 | Company possesses appropriate license issued by relevant authorities to prove adequacy of services |  |
| 11 | Proposed team for the services and CVs |  |
| 12 | I am aware and agree that selected bidder may be piggyback by other agencies from UNDP contract |  |

**Supplier’s Authorized Person**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annex 3**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. 2020/PROC/UNDP-MMR/PN/012:

**TABLE : Offer to Provision Service Compliant with TOR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office Location** | **Total Area** | **Fumigation program** | **Unit Price/Square Feet (Kyat)** | **Total Price all included****(Kyat)** |
| UN Naypyitaw Office | 22683.93 ft2 | As per ToR |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*