



ANNEX 2

SUBMISSION CHECKLIST

This form serves as a checklist for preparation of your application. Please complete the Returnable application Forms in accordance with the instructions in the forms and return them as part of your application. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Have you duly completed all the Returnable Application Documents?	YES / NO
Have the technical capability to satisfactorily meet procurement requirements	
Have adequate financial resources to perform the contract or the ability to obtain them as evidenced by audited financial statements for completed years of operation	
Have sufficient materials and other non-financial resources to meet all existing commercial commitments	
Be able to comply fully and effectively with UNDP General Terms and Conditions.	
Have the necessary facilities, experience, accounting and operational controls, insurance and technical skills (including, as needed, for quality control, property and production control, and/or standards and safety programmes applicable to goods produced or services performed)	
Have a record of satisfactory performance with previous clients, possibly including UNDP	
Have an excellent credit rating evidenced by reputable reporting agencies (e.g., Dunn and Bradstreet, Moody's Investor Services) in reports on the company's production facilities, and financial and management status	
Are compliant with national or international quality standards for the product offered, or can provide evidence of national and international acceptance of their services	
Adhere to environmental sustainability practices evidenced by certifications (e.g., ISO 14000 Certification)	