**Annex 4**

**CHECKLIST OF DOCUMENTS SUBMITTED BY BIDDERS**

**Note:**

* **Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.**
* **Maximum email size: 30 MB/email. Bidders can split proposal into several emails if the file size is large.**
* **Technical and Financial Proposals are to be submitted in separate emails before or on Monday, September 26, 2022 (Hanoi time).**
* **Email and proposal should indicate clearly the reference and name of tender.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Documents** | **To be completed by bidders** | | |
| **Doc submitted Y/N** | **Number of pages** | **Remarks** |
| 1 | Fully filled Technical proposal (pls. refer to the guidelines in Annex 2) with copies/scan of appropriate supporting documents: |  |  |  |
|  | 1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations |  |  |  |
|  | 1. Business Licenses – Registration Papers and/or Tax Payment Certification, etc. |  |  |  |
|  | 1. Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references, etc. |  |  |  |
|  | 1. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.; |  |  |  |
|  | 1. Detailed CVs of the proposed personnel with copies of relevant certificates |  |  |  |
| 2 | Duly signed Price Schedule (pls. use the template in Annex 2 and **separate the technical and financial proposals**) |  |  |  |
| 3 | Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline. |  |  |  |
| 4 | This duly filled, checked, certified submission checklist to be attached to the submission |  |  |  |
| 5 | Send a separate email (without attachment) to [procurement.vn@undp.org](mailto:procurement.vn@undp.org) notifying that you already submitted proposal and the number of email(s) submitted. Notification email should be sent to above address by submission deadline or right after you submit proposals |  |  |  |

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

*[Designation]*

[Date]