# Section VI – Annex H: Checklist of Bid Forms

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder’s internal reference and does *not* need to be submitted with the Bid.

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| **ACTIVITY** | **LOCATION** | **YES/NO/**  **N/A** | **REMARKS** |
| Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents? | Section I: Instructions to Bidders |  |  |
| Have you reviewed and agreed to the UNFPA General Conditions of Contracts? | Section III: General Conditions of Contract |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | Section IV: UNFPA Special Conditions of Contract |  |  |
| Have you completed the Bid Submission Form? | Section VI – Annex B: Bid Submission Form |  |  |
| Have you completed the Bidder’s Identification Form? | Section VI – Annex C: Bidder Identification Form |  |  |
| Have you completed the Bidder’s Previous Experience Form? | Section VI – Annex D: Bidder’s Previous Experience |  |  |
| Have you completed and signed the Price Schedule Form? | Section VI – Annex E: Price Schedule Form |  |  |
| *[if applicable]* Have you completed the Joint Venture Partner Information Form? | SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM |  |  |
| Have you reviewed all of the relevant Contract form (s)? | Section VII: Contractual Forms |  |  |
| Have you prepared a copy of your company’s registration in the country of operation? | Section V: Supplier Qualification RequirementS |  |  |
| Have you prepared a copy of the previous year’s audited Company Balance Sheet and Financial Statements? | Section I: Instructions to Bidders, clause 12 &  Section V: Supplier Qualification RequirementS |  |  |
| Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group? | & Section I: Instructions to Bidders clause 2.4 |  |  |
| Have you provided copies of current certificates such as GMP/Quality, FSC/CPP, manufacturer’s ISO certificate for the product, manufacturer’s CE certificate, USA510k, Japan QS standard, etc.? | Section II – Annex A: Instructions for Preparing Technical Bid |  |  |
| Have you provided a copy of any of your company’s environmental or social policies, and any related documentation? | Section I: Instructions to Bidders, clause 40 |  |  |
| Have you reviewed the UN Global Compact requirements? | Section I: Instructions to Bidders, clause 40 |  |  |
| Have you sealed and marked the Bids according to Instructions to Bidders clause 20.3 (electronic Bids) or clause 20.4 (hard copy Bids) or clause 20 (Submission through an online system)? | Section I: Instructions to Bidders, clause 20.3 & 20.3 |  |  |
| If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 20 MB, refer to Instructions to Bidders clause 20.3.3) | Section I: Instructions to Bidders, clause 20.3.3 |  |  |
| Have you noted the Bid closing deadline? | Invitation letter Number 4 |  |  |
| Have you provided information on Supplier Qualification Requirements? | Section V: Supplier Qualification RequirementS  &  Section VI – Annex B: Bid Submission Form |  |  |
| Have you provided contact details of commercial banks and names of contact persons from whom UNFPA can seek feedback? | Section V: Supplier Qualification RequirementS |  |  |
| Have you provided sufficient documentation of your company's ability to undertake the LTA, i.e.,   * List of similar contracts/LTAs executed for other clients including contact details. * Evidence that the Bidder possesses experience in the geographical area. * At least three years of experience in performing similar contracts/Long Terms Agreements | Section VI – Annex D: Bidder’s Previous Experience  &  Section V: Supplier Qualification RequirementS |  |  |
| Have you provided sufficient documentation of your company’s managerial capability?   * Details of company’s managerial structure. * Quality assurance systems in place. | Section VI – Annex C: Bidder Identification Form |  |  |
| Have you supplied clients’ certificates in support of the satisfactory operation of the goods/services as specified above? | Section VI – Annex D: Bidder’s Previous Experience |  |  |
| Have you checked Section I: Instructions to Bidders, clauses, 17 & 18 and provided all requested documentation in the correct formats? | Section I: Instructions to Bidders, clauses 17 & 18 |  |  |