

# ANNEX G

RFP/COK/011/2023

## Proposal Submission Checklist

| No | Verify Compliance Before Submission of your Proposal   | Tick (✓) if complied |
|----|--|----------------------|
| 1  | RFP and its annexes read thoroughly  |                      |
| 2  | Submission of any request for clarification or any question in respect of this RFP by e-mail to the Supply Chain Unit at <a href="mailto:afgkascu@unhcr.org">afgkascu@unhcr.org</a> .<br><b>The deadline for receipt of questions is 14:00 hrs local time on Saturday 15 April 2023.</b> |                      |
| 3  | Mandatory: Site visit, at project site, <b>Tuesday, 12 April 2023, respectively, from 09:00 am to 11:00 pm local time</b>  |                      |
| 4  | The proposal must be prepared in English   |                      |
| 5  | The proposal must be uploaded in the eTenderBox, as per Para " <b><u>2.6 SUBMISSION OF BID:</u></b> " of the RFP..   |                      |
| 6  | Take Note: No Advance Payment will be considered for this RFP by UNHCR. Installment Payment will be applied based on agreed milestones   |                      |
| 7  | Take Note: A 10% retention fee, payable in 1 year, is applicable   |                      |
| 8  | Where necessary, indicate specifications (incl. brand names) of the materials proposed (eg. Solar equipment, electrical equipment, etc)  |                      |
| 9  | Have the Site Visit Certificate certified by the Site Visit Facilitator  |                      |
| 10 | Submission/uploading of your Proposal <b>MUST</b> be done on/before <b>20 April 2023 at 16:00 hours local time</b>   |                      |