

ANNEX G

RFP/COK/010/2023

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 afgkascu@unhcr.org . The deadline for receipt of questions is 14:00 hrs local time on Thursday 13 April 2023. | |
| 3 | Mandatory: Site visit, at project site, Tuesday, 11 April 2023, respectively, from 01:00 pm to 04:00 pm local time | |
| 4 | The proposal must be prepared in English | |
| 5 | The proposal must be uploaded in the eTenderBox, as per Para " <u>2.6 SUBMISSION OF BID:</u> " 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 MUST be done on/before 20 April 2023 at 16:00 hours local time | |