ANNEX G

RFP/COK/015/2023

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 Sunday 16 April 2023.**	
3	Mandatory: Site visit, at project site, **Thursday, 13 April 2023, respectively, from 09:00 am to 01:00 pm local time**	
4	The proposal must be prepared in English	
5	The proposal must be uploaded in the eTenderBox, as per Para "**2.6 SUBMISSION OF BID:**" 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 **21 April 2023 at 16:00 hours local time**	