

## 1. Tender submission checklist

The following checklist can be used to verify that all required documentation has been submitted and ***must be included as the first page of your submission:***

Section of bid	Description	Notes	Page / Ref number
1A	Response RFB	This section must contain the written portion of the submission and must be completed using Appendix G and considering the main criteria listed in the RFB document.	Provide the page or index number for each section
1B	Audited financial statements for the last three years	The financial statements for the bidder, or for the primary bidder and all consortium or joint venture partners as well as all sub contractors used. (Sub contractors excludes individuals who would work as assessors, moderators or subject matter experts)	
1C	Relevant CV's	The CV's of the resources to be utilized for the duration of the project must be included. This excludes CV for office and administrative staff used by the service provider.	
1D	Accreditation	Proof of any education and training related Accreditation relevant to this tender (if applicable)	
2	General Conditions of Contract	This item must be initialed on <b><u>all</u></b> pages	
3	Tax clearance certificate	Original tax clearance certificate for the bidder, or for the primary bidder and all consortium or joint venture partners as well as all sub contractors used. (Sub contractors excludes individuals used as assessors, moderators or subject matter experts)	
4	Declaration of interest	The declaration must be completed by the bidder, or by the primary bidder and all consortium or joint venture partners as well as all sub contractors used.	
5	HDI preference claim form	The form must be completed by the bidder, or by the primary bidder and all consortium or joint venture partners. The form must be completed and signed even if no points are claimed.	
6	Promotion of small business claim form	The form must be completed by the bidder, or by the primary bidder and all consortium or joint venture partners. The form must be completed and signed even if no points are claimed.	
7	Declaration of past supply chain management practices	The form must be completed by the bidder, or by the primary bidder and all consortium or joint venture partners. The form must be completed and signed.	