

ANNEX B - Technical Offer Submission Checklist
RFQ/2022/ZAH/002

S/n	Criteria	BIDDER'S RESPONSE
		Submitted (Yes/No)
1	Submit proof that your company is registered and licensed by the Government of Lebanon to provide such services showing the year of establishment.	
2	Submit proof that your company has at least three (3) years of experience in providing similar services.	
3	Submit written statement that all offered vehicles will be in good functional condition, have valid registration documents and licenses.	
4	Submit written statement that all assigned drivers will have valid driving licenses and submit at least five (5) valid driving licenses as proof.	
5	Submit written statement that your company will comply with the applicable COVID-19 measures upon rendering the services.	
6	Submit written statement that all vehicles offered by your company will be covered with proper insurance against all sort of accidents affecting the passengers while rendering transportation services and to submit copy of this insurance policy.	
7	Submit signed and stamped Terms of Reference (Annex A).	
8	<i>Submit signed, duly filled in and stamped Vendor Registration Form (Annex D).</i>	
9	<i>Submit signed and stamped UNHCR's General Conditions for the provision of Services (Annex E) and UN Supplier Code of Conduct (Annex F).</i>	

NB. Missing documents, if any, will be requested from the vendor via Supply Unit. Vendor refusing to provide missing document, when requested within a given deadline, will not be included for further evaluation. Only bidder(s) scoring 'Pass' to all above requirements will qualify for further evaluation.

Company name: _____

Name and signature of Representative: _____

Date: _____

Seal/Stamp: _____