

ANNEX C - Technical Offer Submission Checklist
RFQ/2022/ZAH/008 - Provision of Metal Garbage Bins

S/n	Criteria	BIDDER'S RESPONSE
		Submitted (Yes/No)
1	Submission of official registration document(s) with Lebanese government, showing the year of establishment	
2	Submission of written statement that the company has at least three (3) years of experience in providing similar goods	
3	Submission of signed and stamped (Annex A)	
4	Submission of technical data sheets including drawings which indicates all specifications of quoted metal garbage bins	
5	Submission of technical data sheets which indicates the specifications of the quoted wheels	
6	Submission of a sample for metal garbage bin with wheels, as per the technical requirements	
7	Is your company registered with UNHCR?	If Yes (please provide UNHCR Vendor ID #)
8	If NOT, please fill in Vender Registration Form Annex D and submit it with your offer	
9	Submission of signed and stamped UNHCR's General Conditions for the provision of Goods (Annex E) and UN Supplier Code of Conduct (Annex F)	
10	Submission of filled, signed and stamped Non-Sanction Clearance Form (Annex G)	
11	Submission of written statement that the company accepts the delivery Incoterms (Delivered At Place-DAP) to UNHCR Zahle warehouse in Central Bekaa	
12	Submission of written statement confirming the delivery lead-time from the date of purchase order. Please note that bidders with shorter delivery lead time will be given higher consideration	

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: _____