

**ANNEX C - Technical Offer Submission Checklist**  
**RFQ/2024/ZAH/005 - SUPPLY AND DELIVERY OF EDUCATIONAL ITEMS**

S/n	Criteria	BIDDER'S RESPONSE
		Submitted (Yes/No)
1	Company must be registered with the Government of Lebanon (GoL);	
2	Company should have at least three (3) years of experience in providing similar goods;	
3	Signing and stamping Annex A to indicate the acceptance of the company on our requirements as per specifications requested;	
4	Is your company registered with UNHCR?	If Yes (please provide UNHCR Vendor ID #)
5	If NOT, please fill in Vender Registration Form <b>Annex D</b> and submit it with your offer	
6	Company must sign, stamp and submit UNHCR's General Conditions for the provision of Goods (Annex E) and UN Supplier Code of Conduct (Annex F);	
7	Company must fill, sign, stamp and submit Non-Sanction Clearance Form (Annex G);	
8	Company must submit written statement that the company accepts the delivery Incoterms (Delivered At Place-DAP) to UNHCR Zahle Sub-office warehouse in Central Bekaa (Taanayel);	
9	Company must submit 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:** \_\_\_\_\_