



# JOHANNITER

## Annex 4: Mandatory documents checklist for tender submission.

No.	Documents	Status (Tick where applicable)	
		Submitted	Missing
1	Signed Tender Dossier		
2	Signed Declaration of Suppliers		
3	Signed Supplier Questionnaire		
4	Technical Specification & Price Schedule/financial proposal		
5	Certificate of Incorporation		
6	Trading Licenses/operations license		
7	Certificate from line ministry if applicable eg Food and Drug regulatory authority, Ministry of Commerce, etc.		
8	Valid Tax Registration Certificate		
9	Valid Tax Clearance Certificate		
10	Description of business scope (Company profile)		
11	List of similar contracts including their value, copies of LPOs and contracts (Company name, Business value, and contact person)		
12	Legal documents for subcontractor if applicable		
13	Twelve months of Certified bank statements including bank Reference letter from the vendors' bank.		
14	Recommendation letters from at least 3 NGOS		