**International Rescue Committee (IRC) – Afghanistan**

**Checklist for Site Visit by Bidders/Vendors**

**Procurement Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Works Type**: Construction/ Réhabilitation/ Rénovation/Maintenance

**PD Reference No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Province:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Questions** | **Yes** | **No** |
| 1 | Have you reviewed the RFP before visiting the site? |  |  |
| 2 | Have you visited the project site? |  |  |
| 3 | Is the work concept, structure, and components explained by the IRC technical team? |  |  |
| 4 | Was the description and explanation of the project clear? |  |  |
| 5 | Are the questions answered by the IRC technical engineer during the site visit? |  |  |
| 6 | Are the SoW, BoQ, and drawings in the RFP clear and consistent with the site of the work? |  |  |
| 7 | Is there an additional request by the IRC technical representative that is not mentioned in the RFP or project documents? |  |  |
| If your answer is ‘yes’ to the above question number 7, please explain: | | | |

If the answers to question #3-6 are negative, please send an email to [AF.Tender@rescue.org](mailto:AF.Tender@rescue.org) for clarification and additional details.

**Vendor Confirmation:** I am here to confirm that I visited the project site, reviewed the technical documents, and project concept and requirements were clearly explained to me by the IRC technical representative and provided proper response to our questions.

Name of the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IRC Representatives Confirmation (Supply Chain and Technical dept staff):**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\***Note:** Sufficient photo evidence the site visit to be enclosed with this form.