



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ANNEX C

REQUEST FOR QUOTATION: RFQ/COK/011/2024

TECHNICAL DOCUMENTS' SUBMISSION CHECKLIST

Nº	Mandatory Documents Requested	Submitted		Remarks
		Yes	No	
1	Copy of Valid Business License and (MUST) proof of an Operational License from the Ministry of Transport			
2	Copy of Company's TIN Number.			
3	List of similar work carried out in the past together with a client's list and their contact details			
4	Completion of UNHCR Vendor Registration Form- Annex D			
5	Confirming Consent to UNHCR General Conditions for Provision of Services- Please sign & stamp this document (Annex E)			
6	Confirming Consent to UN Supplier Code of Conduct- Please sign & stamp this document (Annex F).			
7	Provision of a List of Current and/or Previous Clients			
8	Proof (copy) of insurance cards for the vehicles & drivers' licenses MUST be provided to UNHCR upon 48 hours of a written request			

Note: Failure to submit any of the above requested documents may result in disqualification of your proposal

Bidder's Information

Name of Company: -----

Contract Details (e-mail, phone, etc): -----

Address: -----

Sign & Stamp: -----