## **ANNEX 3 Checklist of RFP requirements**

The offeror should include this checklist in his quotation.

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| **List of Required components** | **Submitted** |
| Cover Letter - Annex 2 |  |
| The signed litigations and investigations form – Annex 4 |  |
| Proof of evidence or certification of compliance with FCDO |  |
| Valid Business registration Certificate |  |
| Valid tax payment certificate, issued in the last 3 months |  |
| Bank certificate: Financial Worthiness/credit facilities |  |
| Audited accounts of the last 3 years |  |
| Letter of compliance with RFP and technical specifications |  |
| Paper technical specification sheets for cover and inside paper |  |
| Sustainability certifications FSC, PEFC and ECF or TCF for paper |  |
| Polyolefin Glue technical data sheet |  |
| Bidder’s certifications such as ISO, FSC, PEFC, BlueAngel…etc |  |
| Approval of Quality inspection form - Annex 5 |  |
| Workplan and Methodology |  |
| List of technical equipment and capacity |  |
| Scheduling plan and quality assurance |  |
| Highlight attempts and actions to empower and encourage women’s employment/employ people with disabilities. |  |
| Past performance and experience table / Copy of Contracts |  |
| Dummies |  |
| Technical specification – Annex 1 |  |
| Cost by category |  |
| Unit cost of each book |  |
| Packaging Cost |  |
| Delivery to designated location within Lilongwe |  |
| Bid validity |  |