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| **COMPANY NAME:** |  |

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| **I confirm that the following documents have been attached to our tender submission:**  | **Indicate****Yes or No** |
| **In the Commercial/Registration Documents:*** Copy of valid Business Registration Certificate submitted not less than 3 years
* Valid Water management license issued by RURA submitted.
* Tax clearance certificate for 2021 or instalment payment agreement submitted
* You accept UNHCR payment terms (within 30 days after receipt of correct invoice)
* Filled and signed Annex D (Vendor Registration Form) if not yet registered with UNHCR submitted
* Acknowledged Annex E (General Conditions of Contracts)
* Acknowledged Annex F (UN Supplier Code of Conduct)
* Confirmation that your company is not on the Consolidated sanctions List

**In the Functional Proposal:*** You proposed approach has been detailed in annex G
* Proven expertise in water management for community use Rwanda with supporting POs and/or contracts within the past 15 years attached.
* Financial records stated in annex G and Audited financial statements and/or bank statements for the past 3 years attached
* Staffing capacity detailed in annex G and academic certificates and CVs attached.

**In the Financial Proposal in separate envelope:*** Filled Annex C (Financial offer Form) – The financial offer should be submitted in both PDF version (stamped, dated, and signed) and EXCEL version
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| **COMPANY NAME:** |  |

**ACKNOWLEDGEMENTS:**

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| **I herewith confirm to have read and to acknowledge the UNHCR General Conditions for Provision of Services (Annex E):****­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:** *Authorized Signature*  |
| **I herewith confirm to have read and to acknowledge the UN Supplier Code of Conduct (Annex F):****­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:** *Authorized Signature*  |
| **I hereby confirm to have read and acknowledge that our company is not in the list of:*** **UN Security Council Consolidated list of individual entities with association to Terrorist Organizations.**

*(available at:* [*https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities*](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities)*)** **UN Secretariat Procurement Division list of suspended or removed vendors.**
* **UNGM/World Bank list of suspended or debarred vendors.**

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| **I hereby confirm and acknowledge that our services and the quality of water shall standards of the Rwandan standards board****­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:** *Authorized Signature*  |
| **Your Contact Details for this Tender:****Name:****Position:****Office Tel.****Cell no.****E-mail address:** |