|  |  |
| --- | --- |
| **اسم الشركةCOMPANY NAME:** |  |

|  |  |
| --- | --- |
| **I confirm that the following documents have been attached to our tender submission:** | **Indicate**  **Yes or No** |
| 1. ***In the Technical Offer Tab upload and sent to e- bidding box:***  * Cover Letter from your company with all details and Address * Copy of valid business registration documents * Tax registration certificate * Documents proofing experience in the field of Translation and Interpretation services (preferably 3 or more contracts or purchase orders or work orders) * Complete and signed **Annex C** (Vendor Registration Form) * Acknowledged **Annex D** UNHCR General Conditions of Contracts) *– Use next page of this document.* * Acknowledged **Annex E** UN Supplier Code of Conduct *– Use next page of this document.* * Confirm that our company is not on the UN, UNSC, WB or EU sanctions/ineligibility lists *- Use next page of* *this document.* * Translate **Annex G** Sample Translation (UNHCR Yemen Factsheet\_ August 2020\_FINAL) document. * Complete in **Annex I, Annex J, Annex K** (Technical Proposal Form) - *stamped, dated and signed copy.*      1. ***In the Financial Proposal Tab: upload and sent to e- bidding box:***  * Complete in **Annex B** (Financial Offer Form) *– stamped, dated, and signed copy* | \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_ |

**ACKNOWLEDGEMENTS:**

|  |
| --- |
| **I herewith confirm to have read and to acknowledge the UNHCR General Conditions for Provision of Services (Annex D1 and D2):**    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:الختم**  *Authorized Signatureتوقيع المصرح* |
| **I herewith confirm to have read and to acknowledge the UN Supplier Code of Conduct (Annex E1 and E2):**    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:الختم**  *Authorized Signatureتوقيع المصرح* |
| **I herewith confirm to have read and to acknowledge the Confidentiality Undertaking Form (Annex F):**    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:الختم**  *Authorized Signatureتوقيع المصرح* |
| **I herewith confirm that our company is not on the Consolidated United Nations Security Council Sanctions List**  *(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)*)*    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:الختم**  *Authorized Signatureتوقيع المصرح* |
| **Date:** |