

## Bid Document Checklist

**Announcement No:** TRADENET-CS/T/2024/003

**Bid Submission Date:** 25<sup>th</sup> February 2024

**Vendor/Supplier:**

*All bidders shall fill out and include this checklist in their bid submission to ensure that all mandatory documents are present in their bid document.*

#	Description	✓	Remarks
<b>Envelope 1</b>			
1	Bid Document Checklist		
2	Business Registration Certificate (For Businesses)		
3	Portfolio or profile showcasing previous works		
4	CV or resume of assigned lawyer to the firm.		
5	CV or resume of alternative lawyer assigned to the firm		
6	GST Registration Certificates (For Businesses if applicable)		
7	Tax Clearance Report (Past 6 months from the date of Bid Submission)		
8	Declaration on Ethical Conduct and Fraud and Corruption		
<b>Envelope 2</b>			
9	Completed and Signed Copy of Bid Form		
10	Quotation/Financial Proposal		

**Signature:**

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