

## Bid Document Checklist

**Announcement No:** TRADENET-CS/T/2024/007

**Bid Submission Date:** 02<sup>nd</sup> September 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 Business)		
3	Portfolio or profile (For Business)		
4	CV or resume of lawyer(s)		
5	License & Certificates		
6	Proof of eligibility (Qualifications as per ITB, Section IV, 8)		
7	Proof of experience (Reference Letters from Clients)		
8	GST Registration Certificates (For Businesses if applicable)		
9	Tax Clearance Report (Past 6 months from the date of Bid Submission)		
10	Declaration on Ethical Conduct and Fraud and Corruption		
<b>Envelope 2</b>			
11	Completed and Signed Copy of Bid Form		
12	Quotation/Financial Proposal		

**Signature:**

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