

Bid Document Checklist

Announcement No: TRADENET-CS/T/2024/008

Bid Submission Date: 23rd 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 |
|-------------------|--|---|---------|
| Envelope 1 | | | |
| 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 | | |
| Envelope 2 | | | |
| 11 | Completed and Signed Copy of Bid Form | | |
| 12 | Quotation/Financial Proposal | | |

Signature:
