# Annex K: ITB Checklist

Bidders are requested to complete this form and return it as part of their Technical Bid submission.

ITB reference No **ITB-IDA/GDF-** **FLD/2020/001**

Name of Bidder: ……………………………………………………………………….

Date: ……………………………………………………………………………………..…

**Before submitting your Bid, please ensure compliance with the instructions included in this ITB**

**TECHNICAL BID (to be submitted to email** GDFtechnicalBid@idafoundation.org**):**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Yes/No/NA** | **If NO provide comment** |
| **Have you duly completed all the Returnable Bidding Forms?**  |  |  |
| * Annex K: ITB Checklist
 | [ ]  YES [ ]  NO  |  |
| * Annex A1: Technical Bid Response Form as Excel spreadsheet duly completed
 | [ ]  YES [ ]  NO  |  |
| * Annex A1: Technical Bid Response Form as PDF, duly dated, signed and stamped
 | [ ]  YES [ ]  NO  |  |
| * Annex C: Response form for TB medicines Registration duly completed
 | [ ]  YES [ ]  NO  |  |
| * Annex G: GDF access to supplier information submitted to WHO PQP and ERP
 | [ ]  YES [ ]  NO |  |
| **Have you provided the required documents to establish compliance with the registration information requirement?**  |  |  |
| * Copy of Individual country registration certificates
 | [ ]  YES [ ]  NO [ ]  NA |  |
| * Translations of the registration certificates, if the registration certificate is issued in any other language than Spanish, English, Russian or French
 | [ ]  YES [ ]  NO [ ]  NA |  |
| * Copy of most recent payment certificate for products where the registration certificate is without an end date and an annual retention fee must be paid to ensure its validity
 | [ ]  YES [ ]  NO [ ]  NA |  |

**FINANCIAL BID (to be submitted to email** GDFfinancialBid@idafoundation.org**):**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Yes/No** | **If NO provide comment** |
| * Annex A2: Financial Bid Response Form as Excel spreadsheet
 | [ ]  YES [ ]  NO  |  |
| * Annex A2: Financial Bid Response Form as PDF, duly dated, signed and stamped
 | [ ]  YES [ ]  NO |  |
| * ITB Declaration (Section 4 of ITB document) duly completed, dated, signed and stamped
 | [ ]  YES [ ]  NO |  |