

Tender Submission – Checklist

We, the Bidder, acknowledge that we have provided all of the required information and supporting evidence:

Required Document/ Evidence	Please tick if provided	Annex #	Justification if proof is not provided
Scope of Work (SOW), (all pages to be read, signed and stamped)			
Tender Package – Call for Tender, (all pages to be read signed and stamped).			
Tender Submission – Checklist, (all pages to be read, filled, signed and stamped).			
Schedule of Requirements, (all pages to be read signed and stamped).			
Code of Conduct, (all pages to be read filled, signed and stamped).			
Financial Guarantee Letter (Annex – 1), (all pages to be filled, signed and stamped).			
Supplier Information Form (Annex – 2), (all pages to be filled, signed and stamped).			
Valid legal Business Registration Must be registered in Iraq with evidence of registration.			
Certificate of Tax clearance (2021 or later).			
Bank account Information.			
Company Profile including (Printed Brochures, and product catalogues/ Product Warranty (Warranty Period – Maintenance Site) relevant to the goods requirements.			
Past Experience: submission Copies of 3 (Purchase Orders (POs), contract agreements, or work orders) attached with proof of project completion certificate, the actual copies of POs, contracts and work orders should relate to similar projects			

Submission of staff qualification C.Vs of Site engineer with a minimum of 5 years experience, and Electrical Engineer with a minimum of 5 years experience.			
Cover Letter (Annex – 4) for the Supplier (all pages to be filled, signed and stamped)			
Works plan with time frame and including the method of implementation the service.			
Financial Offer (Annex – 3), all pages to be filled, signed and stamped.			
Submission a copy of the annual financial report for the last 3 years of the offeror			

I/we certify that I/we have read, understood, and accepted the TAD General Conditions of Contract for the Procurement of Goods, and the instruction provided under this Invitation To Tender (ITT). I certify that the above-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or executing any Contracts and has never been in any dispute with any Governmental Agency or international aid organization.

DECLARATION I/we, the undersigned, state that the above information is correct and that I/we give the right to TAD to seek any references concerning my/our company from whatever sources deemed relevant.

Name:

Name of Authorized Signature:

Position:

Authorized Signature:

Date:

Company Stamp: