



Appendix 4: Mandatory documents checklist for tender submission.

No.	Documents	Status (Tick where applicable)	
		Submitted	Missing
1	Signed Tender Dossier		
2	Signed Declaration of Suppliers		
3	Signed vendor selection Questionnaire		
4	Technical Specification & Price Schedule/financial proposal		
5	Certificate of Incorporation		
6	Articles & Memorandum of Association		
7	Trading Licences/operations licence		
8	Certificate from line ministry if applicable eg Drug regulatory authority, Chambers of commerce etc.		
9	Valid Tax Registration Certificate		
10	Valid Tax Clearance Certificate		
	Description of business scope (Company profile)		
11	List of similar contracts including their value, copies of LPOs and contracts (Company name, Business value and contact person)		
12	Legal documents for subcontractor if applicable		
13	Three years audited financial accounts		
14	Twelve months Certified bank statements including bank reference letter from the vendors bank.		
15	Reccomendation letters from atleast 3 NGOS of good contract performance.		



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