**Annex A**

**Checklist**

Access for Out of School Children to Education and Safe Schools in Pakistan (AcCESS)

**Event Management**

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **Document/description** | **Check** |
| 1 | A financial bid as per attached financial quote format (Annex B) on the official letterhead of the organization duly signed by its authorized personnel (two sets). | YES | NO |
| 2 | Financial bid as per attached financial quote format (Annex B) in electronic format copied in a USB. | YES | NO |
| 3 | Bid security equal to PKR 50,000 from any scheduled bank in form of pay order/bank draft favoring Hundreds of Original Projects for Employment (HOPE’87). | YES | NO |
| 4 | Signed copy of General Conditions & Technical Specifications. | YES | NO |
| 5 | Bidder’s profile together with documentary evidence of past experience/certificates. | YES | NO |
| 6 | Copy of NTN, sales tax registration, incorporation/registration certificate and any exemptions, if applicable. | YES | NO |
| 7 | Certificate from the bank confirming financial health and worthiness of the company along with bank statement of last two year. | YES | NO |
| 8 | A license certificate confirming that all the foods served are Halal. The license certificate can be in the name of Bidder or in the name of other entity with clear proof of relationship with the bidder duly endorsed by the holder of the license. The license certificate must meet the compliance requirements as per the KP Food Safety and Halal Food Regulations 2018, as published by the “KP FOOD SAFETY & HALA FOOD AUTHORITY”. | YES | NO |

**Signed by (Name):**

**Signature**

**Date:**