**Annex A**

**Checklist**

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

**Stationery**

|  |  |  |
| --- | --- | --- |
| **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 2% of total bid amount 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 | A sample of items along with colored pictures as per the provided technical specifications | YES | NO |
| 8 | Certificate from the bank confirming financial health and worthiness of the company along with bank statement of last two year. | YES | NO |

**Signed by (Name):**

**Signature**

**Date:**