

Request for Proposal Submission Checklist

- 1) Download and print the RFP main document and all attachments in the language of your choice.
- 2) Carefully read the entire RFP and all instructions in Parts 2 and 3.
- 3) Forms to complete:
 - I. Bid Response Form 1: [ANNEX "E" – RESPONSE FORM #1 – LIST OF PROPOSED RESOURCES and SECURITY LEVEL](#)
 - II. Bid Response Form 2: [ANNEX "F" - RESPONSE FORM #2 – PRICING AND CERTIFICATIONS](#)
 - III. Complete page 1 of the RFP document.
 - IV. Remember to keep the technical and financial sections separate as these are not evaluated by the same group.
 - V. Submit all documents to the bid receiving unit described in the RFP document before the bid closing date and time.

It is highly recommended that you do not wait until the last minute to submit the bid to avoid any late bids which would deem the bid non-responsive.