


## Attachment 1 – Bidder’s Checklist

This checklist is provided to guide the bidder in the preparation of the documents required in sending their bid.

\* Please note that this document is provided for information purposes only. The complete instructions, rules and processes are in the Request for Proposals (RFP) document itself. In the event of discrepancies, inconsistencies or ambiguities between the wording of these two documents, the wording of the RFP will prevail.

<b>Bidder’s Checklist</b>	
The Bidder has prepared its bid in either French or English.	
Bidder has signed and dated the cover page of the RFP.	
The Bidder has initialed and signed the certifications in <b>Attachment 1 to Part 3 - Certifications.</b>	
Bidder has completed and signed <b>Attachment 2 to Part 3 - Financial Bid Form.</b>	
Bidder has provided all information requested in <b>Attachment 1 to Part 4 – Technical Evaluation Criteria.</b>	
Section I: <b>Technical Bid</b> is attached to the email including: <ul style="list-style-type: none"> <li>• <b>Cover page of the RFP;</b></li> <li>• <b>Attachment 1 to Part 4 – Technical Evaluation Criteria.</b></li> </ul>	
Section II: <b>Financial Bid</b> is attached to the email <ul style="list-style-type: none"> <li>• <b>Attachment 2 to Part 3 - Financial Bid Form</b></li> </ul>	
Section III: <b>Certifications</b> is attached to the email <ul style="list-style-type: none"> <li>• <b>Attachment 1 to Part 3 – Certifications.</b></li> </ul>	
The <b>proposal</b> is submitted electronically to the email address: <a href="mailto:internationalproposals@international.gc.ca">internationalproposals@international.gc.ca</a> before the closing date and time of the RFP.	
The Bidder has asked the Canada’s representative to confirm that their entire bid has been received.	