# Annex K: ITB Checklist

Bidders are requested to complete this form and return it as part of their Technical Bid submission.

ITB reference No **ITB-IDA/GDF-** **FLD/2021/001**

Name of Bidder: ……………………………………………………………………….

Date: ……………………………………………………………………………………..…

**Before submitting your Bid, please ensure compliance with the instructions included in this ITB**

**TECHNICAL BID (to be submitted to email** [GDFtechnicalBid@idafoundation.org](mailto:GDFtechnicalBid@idafoundation.org)**):**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Yes/No/NA** | **If NO provide comment** |
| **Have you duly completed all the Returnable Bidding Forms?** |  |  |
| * Annex K: ITB Checklist | YES  NO |  |
| * Annex A1: Technical Bid Response Form as Excel spreadsheet duly completed | YES  NO |  |
| * Annex A1: Technical Bid Response Form as PDF, duly dated, signed and stamped | YES  NO |  |
| * Annex C: Response form for TB medicines Registration duly completed | YES  NO |  |
| * Annex G: GDF access to supplier information submitted to WHO PQP and ERP | YES  NO |  |
| **Have you provided the required documents to establish compliance with the registration information requirement?** |  |  |
| * Copy of Individual country registration certificates | YES  NO  NA |  |
| * Translations of the registration certificates, if the registration certificate is issued in any other language than Spanish, English, Russian or French | YES  NO  NA |  |
| * Copy of most recent payment certificate for products where the registration certificate is without an end date and an annual retention fee must be paid to ensure its validity | YES  NO  NA |  |

**FINANCIAL BID (to be submitted to email** [GDFfinancialBid@idafoundation.org](mailto:GDFfinancialBid@idafoundation.org)**):**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Yes/No** | **If NO provide comment** |
| * Annex A2: Financial Bid Response Form as Excel spreadsheet | YES  NO |  |
| * Annex A2: Financial Bid Response Form as PDF, duly dated, signed and stamped | YES  NO |  |
| * ITB Declaration (Section 4 of ITB document) duly completed, dated, signed and stamped | YES  NO |  |