**ANNEX 10**

**SUBMISSION CHECKLIST**

**For submissions by courier mail/hand delivery:**

|  |  |
| --- | --- |
| ***Outer envelope containing the following forms:*** | |
| * Proposal Submission Form |  |
| * Voluntary Agreement to Promote GE & WE (Voluntary) |  |
| **First inner envelope containing:** | |
| * Technical Proposal |  |
| **Second inner envelope containing:** | |
| * Financial Proposal |  |

**For email submissions:**

|  |  |
| --- | --- |
| **Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:** | |
| * Technical Proposal |  |
| * Proposal Submission form |  |
| * Voluntary Agreement to Promote GE & WE (Voluntary) |  |
| **Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:** | |
| * Financial Proposal |  |
| * Financial Excel Spreadsheet (if required) |  |

|  |  |
| --- | --- |
| **Please check-off to confirm the below:** | |
| MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD |  |
| THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION’S ABILITY TO COMPLY AND ACCEPT ALL TERMS. |  |