**ANNEX 10**

**SUBMISSION CHECKLIST**

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

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| ***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. | [ ]  |