

Annex G - Mandatory Documents - Checklist

Please fill in the following table to ensure all mandatory documents have been included in the CFEI file before being submitted. *All the submitted documents should be valid at the time of submission.*

In case documents are missing include a comment in the “Comment” column, however, please consider that **the following documents are mandatory and a partial submission of them can lead to an exclusion from the bidding process.**

No.	Mandatory Documents	Yes/ No	Comment
1	Certified true copy of Certificate of Business Registration/ Incorporation		
2	Company’s Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any		
3	Cover letter in Company’s letterhead		
4	Valid TIN Number		
5	Tax Compliance: Evidence of Tax payment for the last three (3) years (2021 to 2023).		
6	Valid Identification of the Company Owner(s) - share a copy of the ID - Share a copy of the Manager		
7	Companies Profile (Including the names of owners, key officers, technical personnel)		
8	List of all contracts awarded in the last 3 years (completed and/or on-going).		
9	Proof of banking (Company Account details)		
10	Clear physical shop/company address with email and phone number		
11	Special Control Unit Against Money Laundering – SCUML Certificate		

Company Name:
Name and Surname of representative:
Date:
Signature:
Stamp:

Only the vendor’s authorized representative can sign above documents.

Reporting of Fraud and Unethical Behavior

Lindii Peace Foundation has **zero tolerance to fraud**. Please report fraud and unethical behavior:

- File a report online at Ethics Point,
Contact eandc@lindiipeacefoundation.org for further instruction.
- Reports of suspected corruption can also be reported directly to
Report@lindiipeacefoundation.org
- More details on Lindii Peace Foundation and our projects are available through our web site:
<https://lindiipeacefoundation.org>

**This call for expression of interest does not amount to any commitment on the part of the
Lindii Peace Foundation.**