

**List of documents to be submitted with the tender and during the procedure**

<b>#</b>	<b>Required Documents</b>	<b>Check</b>
<b>1</b>	<b>Tender submission form Filled in all part, signed and stamped</b>	
<b>2</b>	<b>Declaration on Honour on Exclusion and Selection Criteria Filled, signed and stamped</b>	
<b>3</b>	<b>Financial Identification Form (FIF) Filled and stamped Bank Statement on Company Name</b>	
<b>4</b>	<b>Legal Entity File (LEF) and supporting documents Valid Registration Certificate</b>	
<b>5</b>	<b>Duly authorized signature Business license (renewed)</b>	
<b>6</b>	<b>Evidence of economic and financial capacity 2020 and 2021 Audit reports TIN Number</b>	
<b>7</b>	<b>Evidence of technical and professional capacity Business License for Stationeries Previous Supply Contracts</b>	
<b>8</b>	<b>Technical offer Annex II and III Filled</b>	
<b>9</b>	<b>Financial offer (price quotation) Annex IV Filled</b>	
<b>10</b>	<b>Tender Soft copy USB or CD in a closed envelop</b>	