

RFP SUBMISSION CHECKLIST

RFP NAME: MARKET RESEARCH SERVICE PROVIDER FOR THE NATIONAL FINANCIAL LITERACY PROGRAMME OF THE CENTRAL BANK OF TRINIDAD AND TOBAGO

COMPANY NAME:

Tender Documents	SUBMITTED?		
	Yes	No	N/A
Proposal submitted and signed by an authorized officer	☐	☐	☐
Electronic copy sent to the Tender Secretary ONE DRIVE account	☐	☐	☐
Compliance Documents (<i>Refer to Section 6.j & 6.c in RFP Document</i>)			
Certificate of Incorporation	☐	☐	☐
Most recent Annual Return/Change of Directors	☐	☐	☐
Value Added Tax (VAT) Registration Certificate	☐	☐	☐
Value Added Tax (VAT) Clearance Certificate	☐	☐	☐
Board of Inland Revenue (BIR) Clearance Certificate	☐	☐	☐
National Insurance Board (NIB) Compliance Certificate.	☐	☐	☐
Name of the person(s) authorized to execute contracts on behalf of the company	☐	☐	☐
Names and titles of Senior Management and Directors	☐	☐	☐
Financials (<i>Refer to Section 6.i in RFP Document</i>)			
Audited financial statements for the last three (3) years or financial statements accompanied by an Accountant’s Report if audited financial statements are not available. • <i>Years submitted</i> _____	☐	☐	☐

*This Checklist only includes all mandatory documents required for any Vendor contracting with the Central Bank of Trinidad and Tobago. Note that it **does not** includes all information/documents outlined in the RFP document **nor** any information/documentation deemed necessary for submission by your company.*

Vendor comments (as *deemed necessary*):

Authorized Officer (*Name, Title*)

Signature

Company’s Stamp

Date (*mm/dd/yyyy*)