|  |  |  |  |
| --- | --- | --- | --- |
| **Seq #** | **Action/Description** | **Check one** | |
| **Yes** | **No** |
| 1 | Did you check and follow submission instructions? |  |  |
| 2 | Did you use correct subject line format? (no space before/after dashes): ***EVGH XX-XX-XX-XX -[insert your company name]*** |  |  |
| 3 | Did you include completed quotation form (bid sheet as in Appendix A) |  |  |
| 4 | Did you include valid Business Registration documents? |  |  |
| 5 | Did you include valid VAT Registration Certificate? |  |  |
| 6 | Did you include valid Tax Clearance Certificate? |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
|  |  |  |  |