



**Architects Section**

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**Request for Proposals (RFP) CHECKLIST**

**CHECKLIST**

- Acknowledgement letter (Appendix A)
- Submission Form (Appendix B)
- Pricing form/sheet (Appendix C, paragraph 3 and Annex A)
- Certificate of Confirmation of Non-Collusion (Appendix E)
- Local Benefits form (Social, Economic and Environmental), (Annex C)
- Company's Certificate of Incorporation (if applicable), (Annex C)
- Personnel Qualifications and References (Appendix D, paragraph C and Annex D)
- Method Statement on how the work is to be completed (Appendix D, paragraph C)
- Service Schedule (Appendix D, paragraph C)