Document Submission Checklist for RFP # 19TC1026R0003

For each item below, please confirm submission by selecting "Yes" or "No."

Srl. #	Document	Yes	No
1.	**Section L.4.3.1.** **SF-1442** Cover page (Blocks 14, 15, 17, 30A, 30B & 30C as appropriate)		
2.	**Section L.4.3.2.** Volume II: Price proposal and Section B. The price proposal shall consist of completion of Section B and Section J, Exhibit 9 "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS		
3.	**Section L.4.3.3.** (a) Proposed Work Information - Provide the following: (1) A list of the names, addresses and telephone numbers of the owners, partners, and principal officers of the Offeror. (2) Submit resume of the Project Coordinator who shall have minimum five years of continuous experience relevant to the requested residential building maintenance services. (3) Evidence that the offeror operates an established business in UAE with a permanent address and telephone listing for the past seven (7) years at a minimum. Submit a copy of valid commercial license of your company issued by the local government. (4) Provide proof of active SAM registration including the SAM Unique Entity Identification (UEI) number and NCAGE Code. (5) Provide following information for at-least ten (10) residential building maintenance services completed by your company in the past five (5) years in the UAE with the similar or more volume of the tasks in premises, demonstrating prior experience with relevant past performance information and references.		

	Following information must be submitted for each contract for the last five (5) years: (a) Date of contract awarded. (b) Date of completion of contract: (c) Place of performance: (d) Value of contract: (e) Contact name of the client: (f) Contact Telephone or cell numbers: (g) Contact email addresses: (h) Brief the type of service/work performed. Notes: i. At least two (2) numbers of residential building maintenance experiences each year starting from year 2020 and continue to have it till present. ii. Offerors who has residential building maintenance experiences only will be considered. iii. Building maintenance contract with at-least twelve (12) months period shall be considered as one number of experience and required to provide ten (10) numbers of fulltime residential building maintenance contracts in total. iv. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's: • Quality of services provided under the contract. • Compliance with contract terms and conditions. • Effectiveness of management. • Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and • Business integrity / business conduct. The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance		

	requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility). (i) Comparability to the work under this solicitation (j) Brief discussion of any major technical problems and their resolution; (k) Method of acquisition (fully competitive, partially competitive, or noncompetitive), and the basis for award (cost/price, technical merit, etc.) (l) Cost/price management history, including any cost overruns and under runs, and cost growth and changes; (m) Percent turnover of contract key technical personnel per year; and (n) Any terminations (partial or complete) and the reason (convenience or default).		
4.	**Section** L.4.3.3 (6) Provide a Contractor's Quality Control Management Plan (C.6) addressing quality of service to be provided during the life of the contract and the requirements identified in the IDIQ base contract.		
5.	**Section** L.4.3.3 (7) Submit the following information as a part of evidence that the offeror can provide the necessary personnel, equipment, and financial resources needed to perform the work. (a) Confirm that the requested residential building maintenance services will be performed by the offeror's personnel and will not be sub-contracted out. (b) How many technicians and Project Coordinators (who are trained and experienced) are available in your company to perform the requested work?		

	(c) Submit a resume of the proposed building maintenance Project Coordinator. The resume must include details with his seven (7) years of continuous building maintenance supervisory experience at a minimum. (d) Submit a resume for each proposed technician. The resume must include details of his three years of their continuous residential maintenance work experience at a minimum. (e) Submit an audited financial statement for the last three years (year 2022 to 2024) as minimum.		
6.	**Section** L.4.3.3 (8). Provide Recruitment and Housing Plans as per the details given below. (a) Housing Plan must include: i. A statement by offeror if housing allowance is provided to its staff. ii. A copy of worker's camp lease agreement that meets the UAE labor accommodation standards.		
7.	**Section K** – Representations and Certifications		

Note:

- This checklist is provided solely to help offerors confirm they have submitted all required documents. It is **not** part of the evaluation.