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| --- | --- | --- |
| This Checklist 🗹 is the last Form to complete as you compile all of your completed Forms and Supporting Documents (listed below). All items listed below are MANDATORY unless otherwise indicated. Each item must have a check mark 🗹 indicating it is either “enclosed” in the Proposal package, OR (where provided as an option) not enclosed and therefore “n/a” (not applicable). | | |
| **Envelope 1** | | |
| **Enclosed** | **Form/Document** | |
|  | One (1) ORIGINAL of **FORM A – Part 1**  Five (5) PHOTOCOPIES of **FORM A - PART 1** | |
|  | One (1) ORIGINAL of each completed **FORM A - PART 2**  Five (5) PHOTOCOPIES of each completed **FORM A - PART 2** | |
|  | One (1) ORIGINAL of **FORM C** | |
|  | One (1) **Organizational Chart** | |
|  | One (1) ORIGINAL **Letter of Reference #1**  One (1) ORIGINAL **Letter of Reference #2** | |
|  | n/a | One (1) ORIGINAL of each **FORM F** |
|  | n/a | One (1) **List of Board of Directors** |
|  | n/a | One (1) ORIGINAL **Statement from each partner organization** |
| **If applicable, Additional Envelope 1**  **If not applicable, skip this section and proceed to Envelope 2** | | |
|  | Six (6) PHOTOCOPIES of **FORM A - PART 1** | |
|  | One (1) ORIGINAL of each completed **FORM A - PART 2**  Five (5) PHOTOCOPIES of each completed **FORM A - PART 2** | |
|  | n/a | One (1) ORIGINAL of each **FORM F** |
|  | n/a | One (1) ORIGINAL **Statement from each partner organization** |
| **Envelope 2** | | |
|  | One (1) ORIGINAL of each **FORM B** prepared for each project included in Proposal  Five (5) PHOTOCOPIES of each **FORM B** prepared for each project included in Proposal | |
|  | n/a | One (1) ORIGINAL of each **FORM E** |
|  | n/a | one (1) ORIGINAL **Statement from each partner organization** |
| **Envelope 3** | | |
|  | Completed and sealed **Envelope 1** | |
|  | n/a | Completed and sealed ***additional* Envelope 1** |
|  | Completed and sealed **Envelope 2** | |
|  | One (1) ORIGINAL of this form - **FORM D** ***- Checklist***🗹 | |
| **Note:** After submitting your Proposal, it will first be evaluated for meeting the Mandatory Submission Requirements. If a Proposal satisfies these initial requirements, MET will notify the Respondent via email. See further details in Part Six of the RFP Guidelines. | | |

Respondent’s usual business name: Click here to enter text.

Authorized Representative - Name: Click here to enter text.

Authorized Representative - Telephone: Click here to enter text.

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*Signature of Authorized Representative Date*