**Annex 1 - Bid Checklist and Bid Instructions**

To assist bidders in preparing their proposals, the following checklist summarizes the documentation to be included in a bid in response to this FLR:

(a) A proposal checklist (Annex 1).

(b) A letterhead cover letter from the company, signed by an authorized representative of the bidder (Annex 2).

(c) A complete technical proposal in response to the evaluation criteria in section 2.3 and in the format provided in Annex 3.

(d) A complete cost proposal in response to the conditions of section 2.4, the evaluation criteria of section 2.3, and in the format provided in Annex 4.

(e) A copy of the tenderer's business license /trade register.

(f) Proposed Team’s CV describing relevant experiences in relation to data collection and carbon sequestration.

(g) Three contacts for referrals from organizations/individuals for which the offeror has successfully completed similar work.