Document Submission Checklist for RFQ # 19TC1026Q0003

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

Srl. #	Document	Yes	No
1.	**Section 3.1, 1.1.** **SF-1449** Cover page (Blocks 17a, 23, 24, 30a, 30b & 30c as appropriate)		
2.	**Section 3.1, 1.2.** Information demonstrating the quoter's ability to perform and meet the solicitation requirement, including, at a minimum: 1.2.1. **Resumes for all Key Personnel** — Confirm current employment and English proficiency 1.2.2. **Automated Reservation System** — Identify system(s) used (e.g., Amadeus, Sabre, Galileo); note if two forms of payment are not accepted 1.2.3 **Government Fare Ticketing** — Demonstrate ability to ticket government fares 1.2.4. Outline methods for making reservations on carriers that do not subscribe to a CRS and providing reservations/tickets when the CRS is not operational. 1.2.5. Explain procedures for data capture of reservations on airlines that do not subscribe to a CRS, as well as for instances when the CRS is not operational. 1.2.6. **Staffing Plan** — Outline procedures to maintain adequate staffing levels 1.2.7. **Quality Control Plan** — Describe how prompt, courteous service and lowest available fares will be ensured 1.2.8. **Established UAE Business** — Provide proof of 7+ years of operation, permanent address, phone listing, and valid commercial license. No subcontractors permitted. 1.2.9. **Past Performance (3+ years)** — For each relevant contract (last 10 years), provide: award date, completion date, place of performance, contract value, client contact name, phone, email, and brief description of services		

3.	**Section 3, 2.** (2) **SAM Registration** — Provide proof of active SAM registration, UEI number, and CAGE Code.		
4.	**Section 3, 3.** (3) **On-Site Travel Agent** — Demonstrate capacity to provide at least one dedicated, on-site travel management agent at the U.S. Embassy		
5.	**Section 3, 4.** (4) **Strategic Plan** — Include: (a) work plan covering all PWS elements; (b) equipment/supplies inventory and acquisition plan; (c) quality assurance and contract oversight plan		
6.	**Section 3, 5.** (5) **Workers' Compensation Insurance** — Submit valid certificate(s)		
7.	**Section 3, 6.** (6) **Audited Financial Statements** — Submit for the past three years		
8.	**Representations & Certifications** — Section 5 completed		

Note:

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