CHECKLIST FOR BIDDERS

- All questions and requests for clarification must be sent by email to the following address: achats@fidh.org
- Please ensure that you have completed and submitted the following documents:
  - Complete Annex C – Tender Submission Form
  - Sign and stamp Annex A – Acknowledgement of Tender Receipt and Contract Award Certificate
  - Sign and stamp Annex E – FIDH Code of Ethics
  - Initial Annex D – General Terms and Conditions of Contract for the Acquisition of Services
  - Complete, sign, and stamp all relevant sections
- Send color-scanned copies of the five annexes (A, B, C, D, E, G & H) by email with the subject line:

  FIDH_AO_2026_ADVOCACY_NY -Tender Submission – Advocacy Consultancy
  [Bidder's Name]

  Submission deadline: 03/04/2026 COB, Paris time

  Email for submission: FIDH_AO_2026_ADVOCACY_NY@fidh.org

  Deadline for questions: 25/03/2026

  Tender opening is scheduled for 03/04/2026, at the following address:
  International Federation for Human Rights (FIDH)
  17 Passage de la Main d'Or, 75011 Paris, France