

Attachment 6-Warehouse Checklist

Tender No. SYD/MAR 017/2020/PROGRAM/018 - Master Purchase Agreement for Supply, Handling and Transportation of Non Food Items (NFIs).

**Warehouse Checklist- Verification form for vendor capacity  
(to be used during field visit-due diligence)**

Check the YES box if the statement is true, the NO box if not.

**YES NO**

3 Mandatory criteria		
<input type="checkbox"/>	<input type="checkbox"/>	- The warehouse capacity is 1000 square meter at least.
<input type="checkbox"/>	<input type="checkbox"/>	- Provide the documentation of Warehouse capacity (owned or rented contracts)- Subcommittee to take copies of it.
<input type="checkbox"/>	<input type="checkbox"/>	- Capacity and Mechanism for assembling of NFIs kit, is there any assembly line or process flow for assembling to avoid missing any items in a kit?
60% must be yes (6 out of 10) to pass.		
<input type="checkbox"/>	<input type="checkbox"/>	- Protection methods for the materials from damage or degradation are available: Wooden/plastic floor pallets, shelves, stacking pallets, or pallet racks.
<input type="checkbox"/>	<input type="checkbox"/>	- The warehouse layout fits to store and handle all the kits contents during assembling and storing.
<input type="checkbox"/>	<input type="checkbox"/>	- Warehouse doors are double padlocked, each with separate keys.
<input type="checkbox"/>	<input type="checkbox"/>	- Structurally, the warehouse is in good condition; no cracks, holes or water damage
<input type="checkbox"/>	<input type="checkbox"/>	- Windows have grills or are secured and vision into the warehouse is obstructed.
<input type="checkbox"/>	<input type="checkbox"/>	- There is no sign of pest presence.
<input type="checkbox"/>	<input type="checkbox"/>	- The warehouse is tidy; floor and shelves clean.
<input type="checkbox"/>	<input type="checkbox"/>	- Materials are raised off the ground.
<input type="checkbox"/>	<input type="checkbox"/>	- There is access to the warehouse by 50 MT trucks.
<input type="checkbox"/>	<input type="checkbox"/>	- Firefighting and First Aid equipment is present and maintained.

**Check by: (Names/positions/date/signatures)**