A drawing of a cartoon character

Description automatically generated

**Request for Applications**

**MADANI Lead Partners**

**ATTACHMENT C: REQUIRED DOCUMENTS**

**Organization’s Legal Name**:

Applicants are required to include documents in accordance with those listed in the table below for application purposes. Level of Importance:

“A” – Mandatory

“B” – Optional

|  |  |  |
| --- | --- | --- |
| **No.** | **Requirement** | **Level of Importance** |
| 1. | “Request for Application” together with the complete required documents (Attachment A, B and C) below should be sent to [procurement-madani@fhi360.org](mailto:procurement-madani@fhi360.org) | A |
| 2. | Organization Profile (Vision and Mission, Background and History of the Organization, Work Areas, Target Population, etc.) | A |
| 3. | Organizational Structure, including governance structure, the role of the Board, and the management structure. Attach the curriculum vitae of the key personnel | A |
| 4. | Notarial Deed or other equivalent legal documents | A |
| 5. | Letter of Domicile | A |
| 6. | Bank Statement under the name of organization | A |
| 7. | Deed of Establishment of Organization, Decree of the Directorate General of Law Administration, Ministry of Law and Human Rights, and all changes thereof | B |
| 8. | Registration Certificate from Directorate General of National Unity and Politics of the Ministry of Home Affairs (Direktorat Jenderal Kesatuan Bangsa dan Politik Kementerian Dalam Negeri / Kesbangpol Kemendagri), or local KESBANGPOL | B |
| 9. | Tax Identification Number (NPWP) | B |
| 10. | Corporate Income Tax Return for the past 2 years | B |
| 11. | Public Audits for the past 2 years | B |
| 12. | DUNS Number (if any) | B |