

D – Schedule of work

A **schedule of work done** by the bidder below must be submitted alongside the proposal. The table below provides the basic information the “schedule of work done” must cover. **Failure to do so will make the bid non-responsive due to insufficient information for evaluation purposes.**

No.	Type of work done (Proof reading design, layout, printing etc.)	Type of document *(SP/ APP/ AR/ Other)	Quantity of documents produced	Year completion	Name of organisation for which the work was done	Name and telephone number of contact person in the organisation (Project Manager)