**Essential Criteria Questionnaire**

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| 1 | Proof of company registration in the country of operation. | Yes/No |
| 2 | Offer is submitted in English | Yes/No |
| 3 | Supplier confirms acceptance of MAGs Terms & Conditions in Annex I? | Yes/No |
| 4 | Supplier agrees to only payment method is via bank transfer. | Yes/No |
| 5 | Supplier confirms that they have professional indemnity insurance. | Yes/No |
| 6 | Supplier confirms that you/your trainers worked with INGOs, red cross, UN or other international organisations in the humanitarian sector in the past? | Yes/No |
| 7 | Suppliers confirms that the course they provide meets the minimum HEAT course content as outlined in annex II. If so, please provide the standard content/training material in your HEAT course modules. | Yes/No |
| 8 | Offer is submitted in English | Yes / No |
| 9 | Supplier confirms that they can provide a comprehensive package that includes accommodation, meals and, for trainings taking place in remote locations, reasonable local transport means to and from the training location. | Yes/No |