

Prequalification Package Check List

To ensure that your seasonal Universal Influenza Immunization Program (seasonal UIIP) prequalification package is processed, please ensure that the following information is complete prior to submission:

Prequalification Form:

- is included with all **four (4) pages** completed
- is **initialled** on the bottom of pages 1, 2 and 3
- has a **signature** on page 4
- company **mailing address** is indicated on the top left side of page 1

Liability (insurance) certificate of \$5 million

- is included
- has your organization's name indicated on the certificate
- is effective during this time period: **October 1, 2009 to March 31, 2010**
- has the effective and expiry dates indicated on the certificate

Prequalification package envelope is

- affixed with the appropriate ministry address label

NOTE:

- **The Ministry must receive your prequalification package by August 24, 2009.**
- **Please ensure sufficient mailing time and postage.**
- **Prequalification packages received by fax or any other kind of electronic transmission will be NOT be accepted.**