



**BIDDER'S CHECK LIST ACTED [Myanmar]**

Date:

Tender N°: T/9971/FWC/TRAVEL/MM/25-06-2018/002

**BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :**

| Description   | To be filled in by Bidder |    | For ACTED use only (to be filled in by Purchase Committee) |    | Comments |
|---|---------------------------|----|--|----|----------|
|   | Included                  |    | Present  |    |          |
|   | Yes                       | No | Yes  | No |          |
| 1. An original and one copy of the bid have been provided <b>(compulsory)</b>   |                           |    |  |    |          |
| 2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>          |                           |    |  |    |          |
| 3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>                       |                           |    |  |    |          |
| 4. The prices in the Offer Form are in USD or in local currency <b>(compulsory)</b>   |                           |    |  |    |          |
| 5. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>     |                           |    |  |    |          |
| 6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b> |                           |    |  |    |          |
| 7. The Bidding documents are filled in French or English.   |                           |    |  |    |          |
| 8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided            |                           |    |  |    |          |
| 9. ANNEXES – A Copy of Company registration documents, license and company representative's ID are included                             |                           |    |  |    |          |

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_