BIDDER’S CHECK LIST ACTED YEMEN

Date:

Tender N°: T/15DBV/8A/CON-RWI/ALD/PGM/07-01-2019/001

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

 قبل إرسال وثائق العروض الخاصة بك، يرجى التحقق من أن كل بنود من البنود التالية مكتمل ويستوفي المعايير التالية:

<table>
<thead>
<tr>
<th>Description</th>
<th>To be filled in by Bidder</th>
<th>For ACTED use only (to be filled in by Purchase Committee)</th>
<th>Included</th>
<th>Present</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. An original and one copy of the bid have been provided (compulsory).</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory).</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>4. The prices in the Offer Form are in USD (compulsory).</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
6. PART 4 – (form PRO-06-02)– Bidder’s Ethical Declaration in the preferred language (Arabic or English) is attached, filled, signed and stamped by the supplier. **(compulsory)**

6. الجزء 4 - نموذج - (02) - بيان الأخلاقي للعطاء مملوء إرفاقه وتوقيعه وختمه من قبل المورد. **(الزامي)**

7. The Bidding documents are filled in Arabic (facultative) or English **(compulsory)**

7. مستندات المناقصة مملوءة بالعربي غير الزامي أو الإنجليزية الزامية

8. Bank Guarantee for a value of up to 2.5% of the Total amount of the bid **(compulsory)**

8. ضمان بنكي غير قابل للإلغاء وغير مشروط ساري لمدة شهر بنسبة 2.5% من اجمالى العطاء **(الزامي)**
9. ANNEXES – Proofs of past performances (including example contracts or other evidence of performance) in a similar field of activity (e.g. rehabilitation or construction services) are provided. (compulsory).

Along with:

LOT 1:
- At least 5 years' experience in the same field (electromechanics) of installation of Solar Pump and Solar technology and past experiences in Al Dhalee governorate.

LOT 2:
- At least 5 years' experience in the same field (WASH Work: Building stone water tanks, installation of water network pipes, Rehabilitation of wells) and have worked in Al-Azareq district and/or Al Dhalee governorate.

LOT 3:
- At least 5 years' experience in the same field (WASH Work: Building stone water tanks, installation of water network pipes, Rehabilitation of wells) and have worked in Al-Husha district and/or Al Dhalee governorate.

- List of the qualifications and experiences of key staff
- List of sub-contractors and specific documents such as CVs, past experiences in the same field
- List of all construction assets owned by the company i.e. machinery, equipment, trucks, warehouses

و على {
- قائمة بالمؤهلات والخبرات لاعضاء طاقم الادارة الأساسيين
- قائمة المقاولين من الباطن ووثائق محددة مثل CSV
- قائمة بجميع الأصول المملوكة من قبل الشركة على سبيل المثال الآلات ومشاحنات ومستودعات
- Supplier's catalogue and technical specifications
- Country of Origin Certificate
- Period of Execution (8 weeks or less is recommended) with a detailed timeline for each site
- Coloured pictures of the goods which will be provided by the supplier (Water meter, gate valve, water pipes with fittings, water tap...)

<table>
<thead>
<tr>
<th>10. ANNEXES – A Copy of the following documents included: (compulsory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Copy of VALID ID of legal representative</td>
</tr>
<tr>
<td>b. Copy of VALID Company Tax ID</td>
</tr>
<tr>
<td>c. Copy of VALID Company Registration Certificate to provide construction services</td>
</tr>
<tr>
<td>d. Copy of VALID Company License to operate in Yemen</td>
</tr>
</tbody>
</table>

**Name & Position of Bidder's authorized representative**

**Authorized signature**