BIDDER’S CHECK LIST - ACTED Yemen

Date: 28-01-2019

Tender N°: T/15DCI/O96/HFH-SIH/HOD/28-01-2019/001

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

<table>
<thead>
<tr>
<th>Description / الوصف</th>
<th>To be filled in by Bidder</th>
<th>For ACTED use only (to be filled in by Purchase Committee)</th>
<th>Included من ضمن</th>
<th>Present الحالي</th>
<th>Comments تعليقات</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. An original and one copy of the bid have been provided.</td>
<td></td>
<td></td>
<td>Yes نعم</td>
<td>No لا</td>
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<tr>
<td>2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier on all pages. (compulsory)</td>
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<td>3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier on all pages. (compulsory)</td>
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<td>4. The prices in the Offer Form are in USD (compulsory)</td>
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<td>5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier on all pages. (compulsory)</td>
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<td>6. PART 4 – (form PRO-06-02) – Bidder’s Ethical Declaration is attached, filled, signed and stamped by the supplier on all pages. (compulsory)</td>
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<td>7. The Bidding documents are filled in English (compulsory) or in Arabic (facultative)</td>
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</table>

Yes نعم No لا

انتهاء من التدوير (الزنعامي)
8. 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. Along with:

- List of all construction activities conducted in Yemen over the past five years
- List of all construction assets owned by the company i.e. machinery, trucks, warehouses
- List of the qualifications and experiences of key staff

9. Supplier’s catalogue *(compulsory)*

- Coloured pictures of the goods which will be provided by the supplier (ladders, boards etc…)

10. ANNEXES – A Copy of the following documents included: *(compulsory)*

   a. Copy of VALID ID of legal representative
   b. Copy of VALID Company Tax ID
   c. Copy of VALID Company Registration Certificate to provide construction services
   d. Copy of VALID Company License to operate in Yemen

11. Each supplier must provide a bank guarantee that is non-cancellable and must be valid for one month at a rate of 2.5% of the total nominal value of the tender items. *(compulsory)*

Name & Position of Bidder’s authorized representative / توقيع المخول

Authorized signature / توقيع المخول

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