



BIDDER'S CHECK LIST ACTED Tunisia/Libya

Date: _____ (to be indicated by the bidder)

Tender Ref: T/14DFR/G9/LIN/WEB/BEN/TUN/21032019/001

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 copy of the bid have been provided (compulsory) | | | | | |
| 2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory) | | | | | |
| 3. PART 2 (form PRO-06) – Quotation (following TORs) is attached, filled, signed and stamped by the supplier. (compulsory) | | | | | |
| 4. The prices in the quotations are in local currency (USD), (LYD) or (EUR) with detailed preferred payment modalities (compulsory) | | | | | |
| 5. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory) | | | | | |
| 6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory) | | | | | |
| 7. The Bidding documents are filled in English. (compulsory) | | | | | |
| 8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided (compulsory) | | | | | |
| 9. ANNEXES – If applicable, a Copy of Company, CSO, Free Lancer, registration documents and license are included , signed and stamped TORS, CV, ID copy of legal representative are included. | | | | | |
| 10. ANNEXES (will be attached if contacted by ACTED Teams) – A copy of ACTED program interview for each bidder. | | | | | |

Name & Position of Bidder's authorized representative _____

Date _____

Authorized signature _____