

**ACTED**

Federal Foreign Office

KINGDOM OF BELGIUM  
Federal Public Service  
Foreign Affairs,  
Foreign Trade and  
Development Cooperation**BIDDER'S CHECK LIST ACTED PHILIPPINES**

Date: \_\_\_\_\_ (date to be indicated by the bidder)

Tender N°: T/75DLP/G11/MEC/ILI/16-04-2019/001

**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. PART 1 (form PRO-05) – Instructions to Bidders are attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
2. PART 1 (form PRO-05) – Terms of reference are 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 <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 English.					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
9. ANNEXES – Resumes of the proposed consultants The attached instructions to bidders, and terms of reference signed on all pages. A copy of the licence and the ID of the legal representative of the firm or of the freelance consultant.					

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

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