## BIDDER’S CHECK LIST IMPACT

Date:

Tender N°: **T/99iAFH/1E4UNO/GVA/09052019/2**

**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 IMPACT use only (to be filled in by Purchase Committee) |
| **Included** | Present | Comments |
| **Yes** | **No** | Yes | No |
| 1.An original and one copy of the bid have been provided **(compulsory, but electronic versions accepted)** |  |  |  |  |  |
| 2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. **(compulsory, but electronic version accepted)** |  |  |  |  |  |
| 3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. **(compulsory, but electronic version accepted)** |  |  |  |  |  |
| 4. The prices in the Offer Form are in the requested currency (EUR) **(compulsory, but electronic versions accepted)** |  |  |  |  |  |
| 5. PART 3 (form PRO-06.1)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. **(compulsory, but electronic versions accepted)** |  |  |  |  |  |
| 6. PART 4 – (form PRO-06.2)– Bidder’s Ethical Declaration is attached, filled, signed and stamped by the supplier. **(compulsory, but electronic versions accepted)** |  |  |  |  |  |
| 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 – A Copy of Company registration documents and license are included |  |  |  |  |  |
| 10. ANNEXES – examples of previous similar productions are attached  |  |  |  |  |  |
| 11. ANNEXES – CV / resume of consultant(s) are attached  |  |  |  |  |  |

Name & Position of Bidder’s authorised representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_