



## BIDDER'S CHECK LIST ACTED SRI LANKA

Date: \_\_\_\_\_

Supplier Code: \_\_\_\_\_

Tender reference: T/08DBM/92D/TOA/COLOMBO/03.06.2019-01

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

DESCRIPTION	To be filled in by Bidder		To be filled in by Opening Committee (For ACTED use only)		Comments (For ACTED use only)
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided <b>(compulsory)</b>					
2. PART A – Instructions to Bidders is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
3. PART B – Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. The bid prices are in Sri Lanka Rupees and at least all columns of items applied to have been filled <b>(compulsory)</b>					
5. PART C – Company Profile Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
6. PART D – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
7. ANNEXES – Proof of past performances in a similar field of activity (e.g. past similar Supplies and services deliveries in Sri Lanka) are provided <b>(recommended)</b> .					
8. ANNEXES – Application Letter on Company Template					
9. ANNEXES – A Copy of Company registration or incorporation documents and license are included. The ID of the legal representative of the company. <b>(compulsory)</b>					
10. ANNEXES- Proof of Country of Origin, country of manufacture and brand where applicable					



11.ANNEXES- Authorization of Distributionship letter (recommended for international suppliers of machineries and equipment)					
12.ANNEXES- Certification of ISO or SLS (recommended)					
13. ANNEXES-Dealer Authorisation letter (recommended for local suppliers of machineries and equipment)					
14.ANNEXES- Details of warranty of machineries and equipment including carrying warranty for machineries and vehicles <b>(Compulsory for machineries and equipment)</b>					
15.ANNEXES – For vehicle lots information regarding vehicle services and warranty <b>(Compulsory for vehicle lots)</b>					
16. ANNEXES – Color pictures/photos of the asset <b>(Compulsory)</b>					
17.ANNEXES - The asset delivery plan <b>(Compulsory)</b>					
18. ANNEXES – Bid Security for construction lots <b>(Compulsory for construction lots)</b>					
19. ANNEXES – Details of major equipments owned by bidders and any other materials required to carry out the construction works <b>(Compulsory for construction lots)</b>					
20. ANNEXES – Certificate of Membership of National Constructors Association of Sri Lanka (NCASL) <b>(Compulsory for construction lots)</b>					
21. ANNEXES – Construction workplan <b>(Compulsory for construction lots)</b>					
22. ANNEXES – Details of available liquid assets and credit facilities <b>(Compulsory for construction lots)</b>					

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

Authorized signature with rubber stamp \_\_\_\_\_



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