

BIDDER'S CHECK LIST ACTED Opt

Date:

Tender N°: T/12DSF/I62/NFI/Gaza/16-07-2019

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 has been provided (compulsory)					
2. PART A (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART B (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in USD excluding VAT (compulsory)					
5. PART C (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. PART D – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
7. Part E – Particular Conditions, is attached, filled, signed and stamped by the supplier. (compulsory)					
8. The Bidding documents are filled in English .					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided (compulsory)					
10. ANNEXES – A Copy of Company registration documents, license, and ID of the legal representative are included. (compulsory)					
11. ANNEXES – Bank guarantee or bank cheque (compulsory) .					
12. ANNEXES - Samples of the products.					
13. ANNEXES - Certificates of origin.					

Name & Position of Bidder's authorized representative _____

Authorized signature & stamp _____