

BIDDER'S CHECK LIST ACTED LIBYA/ TUNISIA

Date : _____ (date should be indicated by the bidder)

Tender N° : T/14CUJ/86DAUD/Audit Services/TUNIS/19072019

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) | | |
|---|---------------------------|----|--|----|----------|
| | Included | | Present | | Comments |
| | Yes | No | Yes | No | |
| 1. An original and one 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 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory) | | | | | |
| 4. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory) | | | | | |
| 5. The Bidding documents are filled in English and the prices are in TND. (compulsory) | | | | | |
| 6. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided | | | | | |
| 7. ANNEXES – A Copy of Company registration documents, a copy of ID card of the legal representative and license are included (compulsory) | | | | | |
| 8. ANNEXES – Insurance certification for all employees of the Audit Firm (compulsory) | | | | | |
| 9. ANNEXES – Recording of the company in the country (compulsory) | | | | | |
| 10. ANNEXES – Legally registered Certification as a member of Statutory Auditors (compulsory) | | | | | |
| 11. ANNEXES – Certification of the accordance with the ISA 8000 processes (compulsory) | | | | | |
| 12. Signed Terms of Reference - TORs (compulsory) | | | | | |

Name & Position of Bidder's authorized representative _____

Authorized signature _____