

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 _____