



BIDDER'S CHECK LIST ACTED [Ukraine]

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

Tender N°: *T/64DTF/D25/NLW/KY/12082019/1*

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. A full set of PDF (signed/stamped) of bid documents and a full set of editable files (word/excel) have been submitted by email (mandatory)					
2. (form PRO-05) – PDF of Instructions to Bidders is attached stamped & signed by the supplier. (mandatory)					
3. ACTED Offer form and relevant annexes is attached <ul style="list-style-type: none"> PDF filled, signed and stamped by the supplier. Editable format – word/excel(mandatory) 					
4. The prices in the Offer Form are in UAH/EUR					
5. (form PRO-06-01)– Bidders Questionnaire Form is attached: <ul style="list-style-type: none"> PDF - filled, signed and stamped by the supplier. Editable format in excel (mandatory)					
6. (form PRO-06-02)– Bidder's Ethical Declaration in PDF is attached, filled, signed and stamped by the supplier. (mandatory)					
7. (form PRO-06-03) – Bidder's Check List is attached: <ul style="list-style-type: none"> PDF - filled, signed and stamped by the supplier. Editable format in Word (mandatory)					
8. The Bidding documents are filled in Ukrainian or English.					
9. Company registration documents as well as the copy of the ID or passport of the legal representative (mandatory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____