



## BIDDER'S CHECK LIST - ACTED LIBYA

Date / التاريخ: \_\_\_\_\_ (to be indicated by the bidder)

Tender N° / رقم المناقصة: T/14DFR/G9-TR2/TRIPOLI/PROGRAMS/10112019

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

قبل إرسال اوراق تقديم المناقصة, الرجاء التأكد من وجود جميع المعلومات أدناه و حسب الاصول و القوانين المقررة من منظمة أكتد

Description / الوصف	To be filled in by Bidder يعبأ من قبل المتقدم للمناقصة		For ACTED use only (to be filled in by Purchase Committee) يعبأ من قبل موظفي دائرة المشتريات من قبل منظمة أكتد		Comments تعليقات
	Included من ضمن		Present الحالي		
	Yes نعم	No لا	Yes نعم	No لا	
1. An original ( <b>compulsory</b> ) and one copy ( <b>recommended</b> ) of all bidding have been provided					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier on all pages. ( <b>compulsory</b> )					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier on all pages. ( <b>compulsory</b> )					
4. The prices in the Offer Form <b>either or in USD or LYD</b> ( <b>compulsory</b> )					
5. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier on all pages. ( <b>compulsory</b> )					
6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier on all pages. ( <b>compulsory</b> )					
7. Tax certificate/registration as required by local law ( <b>compulsory</b> )					
8. The Bidding documents are filled in <b>English</b>					
9. ANNEXES – Proofs of past project experience: 6 contracts signed and two recent ones for the year 2019, Information provided for each relevant past project shall include a summary sheet (highlighting the client, description of the project, location of project, role of the company, project status-completed or ongoing). All documents shall be provided in English (except completion certificates if not available in English) or for other documentation only available in Arabic ( <b>compulsory</b> )					
10. ANNEXES – A Copy of the following documents included: ( <b>compulsory</b> ) - Company Registration Documentation - ID from Legal Representative - Valid operating license/certificate of registration valid for the fiscal year (2019) - An entity established in Libya is considered tax resident in Libya. a. Any Income generated in Libya from work performed therein should be subject to income tax in Libya. b. The supplier will have the obligation to provide Tax information, including handling the preparation, filing, and stamping of federal, state, or national body on the invoice of the performed service/work.					
11. ANNEXES - Concise CV of each of the consultant/s on the team highlighting relevant qualifications, the attached terms of reference signed, any relevant certifications the company or freelancer might have, reference contact from previous experiences					



# ACTED

Form PRO-06-03 Version1.3  
T/14DFR/G9-TR2/TRIPOLI/PROGRAMS/10112019

Name & Position of Bidder's authorized representative / الاسم والمسمى الوظيفي لممثل الشركة في هذه المناقصة

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Authorized signature / توقيع المخول

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