



BIDDER'S CHECK LIST ACTED SRI LANKA

Date: _____ (date to be indicated by the supplier)

Supplier Code: _____

Tender reference: T_08DBM_92D_TOA_COLOMBO_22012020

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

DESCRIPTION	To be filled in by Bidder		To be filled in by Opening Committee (For ACTED use only)		Comments (For ACTED use only)
	Yes	No	Yes	No	
1. An original and one copy of the all the ACTED tender documents have been provided (compulsory for offers sent by post or delivered by hand)					
2. PART A – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART B – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The bid prices are in Sri Lanka Rupees and at least all columns of items applied to have been filled (compulsory)					
5. PART C – 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. ANNEXES – Proof of past performances in a similar field of activity (e.g. past similar Supplies and services deliveries in Sri Lanka) are provided (recommended) .					
8. ANNEXES – Application Letter on Company Template					
9. ANNEXES – A Copy of Company registration or incorporation documents and license are included. The ID of the legal representative of the company. (compulsory)					
10. ANNEXES- Proof of Country of Origin, country of manufacture and brand					



11.ANNEXES- Authorization of Distributionship letter (recommended for international suppliers of machineries and equipment)					
12.ANNEXES- Certification of ISO or SLS (recommended)					
13. ANNEXES-Dealer Authorisation letter (recommended for local suppliers of machineries and equipment)					
14.ANNEXES- Details of warranty of machineries and equipment including carrying warranty for machineries and vehicles (Compulsory)					
15. The Bidding documents are filled in English.					

Name & Position of Bidder's authorized representative _____

Authorized signature with rubber stamp _____