

VENDOR'S REGISTRATION CHECKLIST ACTED JORDAN

Date: _____

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

REMEMBER TO INITIAL EVERY DOCUMENT & SIGN AND STAMP WHERE PROMPTED. AN UNSIGNED DOCUMENT WILL NOT BE ACCEPTED.

ALL CRITERIA LISTED BELOW AS COMPULSORY, NOT COMPLYING WITH THE ISTRUCTION WILL RESULT IN THE INELEGIBILITY OF REGISTRATION.

Description	To be filled in by Vendor		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. A copy of the Company Registration documentation in Jordan has been provided (suppliers may choose to submit a digital scanned copy) (Compulsory) . ¹					
2.(form PRO-03.2) – Vendor's Questionnaire/Registration Form is attached, filled, initialled on each page, signed and stamped by the supplier. (Compulsory)					
3. (form PRO-06.2) – Bidder's Ethical Declaration is attached, filled, initialled on each page, signed and stamped by the supplier. (Compulsory)					
4. The Vendor's documents are filled in English . (Compulsory)					
4. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided (recommended)					
5. ANNEXES – A Copy of vocational licence (if existing) and tax registration are included (Compulsory)					
6. ANNEXES – The ID of the legal representative and the person signing the bidding documents (if different) is attached. (compulsory) => If the person who signed the documents is not the legal representative of the company, a copy of the legal representative ID must be annexed too. (compulsory) => If the person who signed the documents is not the legal representative of the company, a letter of attorney from legal representative (recommended) .					

Name & Position of Vendor's authorized representative _____

Stamp: _____

Authorized signature _____

¹ PDF format can be prefilled using ACTED electronic format but signatures, initialization and stamping should be done manually – after what the supplier should scan and send scanned originals. The scanned signed copies will be considered the formal vendor registration submission. If there are any variances between the scanned signed copies and the electronic copies, the information included in the scanned signed copies will be considered the formal vendor registration.