



## BIDDER'S CHECK LIST ACTED **Ukraine**

Date: (to be filled by the bidder)

Tender N°: T/64DYF/T27/ASS/Kyiv/Program/25/09/2020

**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. An original and one copy of the bid have been provided ( <b>compulsory</b> ) (an original version will be requested at selection stage for bids submitted by email)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. ( <b>compulsory</b> )					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. ( <b>compulsory</b> )					
4. The prices in the Offer Form are in UAH ( <b>compulsory</b> )					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. ( <b>compulsory</b> )					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. ( <b>compulsory</b> )					
7. The Bidding documents are filled in Ukrainian and English.					
8. ANNEXES – Company registration documents as well as the copy of the ID or passport of the legal representative ( <b>mandatory</b> ).					
9. ANNEXES – Annual declaration where is shown their annual turnover ( <b>mandatory</b> ).					
10. ANNEXES – the references from Institutional organization and companies as the evidence of IT courses quality					

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_

Stamp: