



BIDDER'S CHECK LIST ACTED Ukraine

Date:

Tender N°: T/64DTF/D25 PEV/KYIV/PROGRAM/30092020/1

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)		
	Included		Present		Comments
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided (compulsory)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices provided in the bid are in UAH or in euros - Inclusive applicable taxes					
5. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
7. The Bidding documents are filled in English.					
8. Annex A – Document of short-term consultancy for final project evaluation and Terms of References are signed (compulsory)					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
10. ANNEXES – A Copy of Company registration documents are included					

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp