



BIDDER'S CHECK LIST ACTED [Ukraine]

Date:

Tender N°: *T/64DRR/SLO/Programmes/*

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)					
3.Curriculum Vitae in ENG (compulsory)					
4.Cover letter in ENG – not exceeding 1 page (compulsory)					
5.Narrative proposal in ENG - not exceeding 2 pages (compulsory)					
6.Financial Proposal in ENG (compulsory)					
7. 3 References in related field (compulsory)					
8.PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
9. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration and ACTED's General Conditions are attached, filled, signed and stamped by the supplier (compulsory)					
10. The Bidding documents are filled in English.					
11.ToR signed and stamped (compulsory)					
12. ANNEXES – Company registration documents as well as the copy of the ID or passport of the legal representative (mandatory) .					

Name & Position of Bidder's authorized representative _____

Authorized signature _____