Date: 17-05-2022
Tender N°: 15MULTI/YEM/LOG/TRUCK_TRANSP/17-05-2022/01

**Bidder’s Checklist - ACTED Yemen**

Before sending your bidding documents, please check that each of the following item is complete and respects the following criteria. The absence of any compulsory document will result in the offer not being accepted.

<table>
<thead>
<tr>
<th>Description / الوصف</th>
<th>To be filled in by Bidder</th>
<th>For ACTED use only (to be filled in by Purchase Committee)</th>
<th>Included من ضمن</th>
<th>Present الحالي</th>
<th>Comments تعليقات</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Offer Form (PRO-06), filled, each page signed and stamped by the supplier (compulsory)</td>
<td></td>
<td></td>
<td>Yes نعم</td>
<td>No لا</td>
<td></td>
</tr>
<tr>
<td>2. Bidder’s Ethical Declaration (PRO-06.02), filled, each page signed and stamped by the supplier (compulsory)</td>
<td></td>
<td></td>
<td>Yes نعم</td>
<td>No لا</td>
<td></td>
</tr>
<tr>
<td>3. Bidder’s Questionnaire (PRO-03.02), filled, each page signed and stamped by the supplier (compulsory)</td>
<td></td>
<td></td>
<td>Yes نعم</td>
<td>No لا</td>
<td></td>
</tr>
<tr>
<td>4. Bidder’s Checklist (PRO-06.03), filled, each page signed and stamped by the supplier (compulsory)</td>
<td></td>
<td></td>
<td>Yes نعم</td>
<td>No لا</td>
<td></td>
</tr>
<tr>
<td>5. Instruction to Bidders (PRO-05), filled, each page signed and stamped by the supplier (compulsory)</td>
<td></td>
<td></td>
<td>Yes نعم</td>
<td>No لا</td>
<td></td>
</tr>
<tr>
<td>6. Full General Conditions of Purchase (PRO-09.01), filled, each page signed and stamped by the supplier (compulsory)</td>
<td></td>
<td></td>
<td>Yes نعم</td>
<td>No لا</td>
<td></td>
</tr>
<tr>
<td>7. Provide a bank guarantee that is non-cancellable and must be valid for one month at a rate of 2000 USD. (compulsory)</td>
<td></td>
<td></td>
<td>Yes نعم</td>
<td>No لا</td>
<td></td>
</tr>
</tbody>
</table>

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8. ANNEXES – Proofs of past performances (Including contracts or other evidence of performance) in a similar field of activity: (recommended)

1- List of all Similar activities conducted in Yemen over the past 5 years
2- List of the qualifications and experiences of key staff
3- List company branches across Yemen

ACTED will Assess the following

a) Number Of Trucks with List of plates
b) Trucks Registration Cards.

c) Company Environmental Strategy

10. A Copy of the following documents included: (compulsory)

a. Copy of ID or passport of legal representative
b. Copy of VALID Company Tax ID
c. Copy of VALID Company Registration
d. Copy of VALID Company Zakah ID

11. The prices in the Offer Form are in USD (compulsory)

12. The Bidding documents are filled in English (compulsory) or in Arabic (recommended)

13. Fill Lot 4 in the Offer form for Drivers and trucks Extra Services (Overnight stay, Driver PDM) (compulsory)

Name & Position of Bidder’s authorized representative

Authorized signature /

Stamp