

**BIDDER'S CHECK LIST ACTED UKRAINE**

Date: [04/07/2022]

Tender N°: T/64MULTI/ACT/KYIV/04-07-2022

**BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEMS ARE COMPLETE AND RESPECTS THE INSTRUCTIONS TO BIDDERS CONDITIONS:**

#	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	<b>Instructions to Bidders (PRO-05)</b> signed & stamped by the Bidder (mandatory)					
2	Original <b>Offer Form (PRO-06)</b> dated, filled, signed & stamped by the Bidder (mandatory)					
3	<b>Supplier Questionnaire (PRO-06.1)</b> dated, filled, signed & stamped by the Bidder (mandatory)					
4	<b>ACTED Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder (mandatory)					
5	<b>Bidder's official registration documents</b>					
6	<b>Bidder's legal representative national ID or passport</b>					
7	<b>ACTED General Conditions of Purchase</b> signed & stamped by the Bidder (mandatory)					
8	<b>Export License (mandatory)</b>					
9	ANNEXES – <b>Proofs of past performances</b> in a similar field of activity (e.g. past deliveries of similar items) are provided					
10	ANNEXES – <b>Samples</b> requested in the Offer Form (PRO-06) in a separate sealed envelop					
11	Present <b>Bidder's Checklist (PRO-06.3)</b> dated, filled, signed & stamped by the Bidder					

First & Last Name of Bidder's authorized representative: \_\_\_\_\_

Position of Bidder's authorized representative: \_\_\_\_\_

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

