

BIDDER'S CHECK LIST ACTED [LIBYA]

Date: _____

Tender N°: T/14EAC/59AMOT/TIP/LIB/23092022/001

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	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder					
2	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)					
3	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder					
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder					
5	ACTED's General Conditions for Purchase signed & stamped by the Bidder					
6	Present Bidder's Checklist (PRO-06.3) filled, signed & stamped by the Bidder					
7	The valid Bidder's official registration documents (if it's a company)					
8	A copy of the Bidder's legal representative ID or passport					
9	Proofs of past performances in similar Trainings (e.g. past contracts, number of years in the business, Completion certificate of similar trainings) (recommended)					
10	Technical proposal as described in the Terms of reference (first part about the consultant and second part about the consultancy services)					

First & Last Name of Bidder's authorized representative: _____

Position of Bidder's authorized representative: _____

Authorized signature: _____

