

BIDDER'S CHECK LIST ACTED [oPt]

Date:

Tender N°: T/12MULTI/MULTI/EMR/RML/01-12-2022/001

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	Instructions to Bidders (PRO-05) signed & stamped by the Bidder					
2	Original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)					
3	Supplier Questionnaire (PRO-03.2) dated, filled, signed & stamped by the Bidder					
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder					
5	Bidder's official registration documents					
6	Bidder's legal representative national ID or passport					
7	ACTED General Conditions of Purchase signed & stamped by the Bidder					
8	Proofs of past performances in a similar field of activity are provided - <u>Similar past contracts</u> : At least 2 similar past contracts - <u>Experience letters</u> from previously contracted NGOs and / or INGOs					
9	Present Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder					
10	Details of the provided services ; repair, return and exchange (can be added to the Offer form)					
11	Details of warranty on the provided supplies (can be added to the Offer form)					
12	Tender Document for Emergency Project (<u>General_particular conditions</u>) signed & stamped by the Bidder					
13	General Specifications & Performance Requirements signed & stamped by the Bidder					





14	Technical Specifications signed & stamped by the Bidder					
15	Offer form annex 1 and/or 2 and/or 3 signed & stamped (depending on the Lot/s the supplier is applying for)					

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

Position of Bidder's authorized representative: _____

Authorized signature: _____

