BIDDER'S CHECK LIST ACTED Moldova

Date: 10/02/2023

Tender N°: T/67FJJ/J6G/IIC/10022023

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 *(detailed as per the requested currency)*					
3	**Supplier Questionnaire (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	**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	An attestation of third party liability for the whole duration of works and liability period dating less than 3 months					
9	A copy of valid quality assurances with relevant certificates dating less than 3 months					
10	Proof that all applicable labor taxes have been paid over the past 2 years					
11	Proof that all workers on worksites are legally employed, and that all required authorizations as per national laws have been obtained					
12	**Proof of Works done in the past (Contracts, Certification of completion, Pictures)** in a separate sealed envelope (if relevant)					
13	**Workplan** for each lot					
14	List and pictures of **relevant assets** to do the works					
15	List and pictures of **safety equipments**					

PRO-06.3

16	Technical drawings as requested on the Offer Form (PRO-06)					
17	3D design plans as requested on the Offer Form (PRO-06)					
18	Present **Bidder's Checklist (PRO-06.3)** dated, filled, signed & stamped by the Bidder					

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

Position of Bidder's authorized representative: _____

Authorized signature: _____

PRO-06.3