

BIDDER'S CHECK LIST ACTED Bangladesh

Date: 02-03-2023

Tender N°: T/70MULTI/MULTI/MULTI/CXB/02-03-2023/001

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 (Compulsory)					
2	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (Compulsory)					
3	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder (Compulsory)					
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder (Compulsory)					
5	The Bidder's official registration documents (Trade Licence, ETIN Certificate, 13 Digit BIN Certificate, Bank Solvency Certificate) (Compulsory)					
6	A copy of the Bidder's legal representative NID or passport (Compulsory)					
7	ACTED's General Conditions for Purchase signed & stamped by the Bidder (Compulsory)					
8	ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) (compulsory)					
9	The Bidding documents are filled in English (compulsory)					
10	The 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: _____

