

BIDDER'S CHECK LIST ACTED Moldova

Date: 22/08/2023

Tender N°: T/67FMA/O3R/ECR/CHS/01-08-2023/002

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 (detailed as per the requested currency)					
3	The Technical Offer with detailed methodology, signed & stamped by the Bidder					
4	The Financial Offer signed & stamped by the Bidder					
5	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder					
6	The Integrity Declaration (Annex 6) dated, signed & stamped by the Bidder					
7	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder					
8	The Bidder's official registration documents					
9	A copy of the Bidder's legal representative ID or passport					
10	ACTED's General Conditions for Purchase signed & stamped by the Bidder					
11	The supporting documentations requested for each assessment criteria					



12	<p>Other compulsory documents specified in the Bidder's Checklist (PRO-06.3) :</p> <ul style="list-style-type: none"> - Suitability statement, including commitment to availability for the entire assignment - If International consultant : Professional liability insurance for health and repatriation (certificate of less than 3 months and which covers in particular the country) 					
13	<p>Additional documents specified in the Bidder's Checklist (PRO-06.3) :</p> <ul style="list-style-type: none"> - If team of consultants : Team composition with everyone's roles + updated curriculum vitae 					
14	<p>The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder</p>					

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

Position of Bidder's authorized representative: _____

Authorized signature: _____

