

BIDDER'S CHECK LIST ACTED Moldova

Date: 25/10/2023

Tender N°: T/67FJJ/J6G/IIS/25-09-2023

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	The Supplier Questionnaire (PRO-03.2) dated, filled, signed & stamped by the Bidder					
4	Supplier Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder					
5	ACTED Full General Conditions of Purchase (PRO-09) signed & stamped by the Bidder					
6	Bidder's official registration documents					
7	A copy of the Bidder's legal representative national ID or passport					
8	An attestation of third-party liability for the whole duration of works and liability period of less than 3 months					
9	A copy of valid quality assurances with relevant certificates of less than 3 months					
10	A Detailed workplan of works including schedule					
11	List and pictures of all relevant assets you own and could use to do the works as requested on the offer form (PRO-06)					
12	List and pictures of safety equipment you intend to work with as requested on the offer form (PRO-06)					
13	Proof of works done in the past (contracts, certification of completion, pictures) in a separate sealed envelope (if relevant)					
14	Any other compulsory item specified in the bidder's checklist (PRO-06.3)					



15	Present Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder					
16	Workforce Qualification (diplomas) to prove their expertise					

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

Position of Bidder's authorized representative: _____

Authorized signature: _____

