BIDDER'S CHECK LIST ACTED Moldova

Date: 04/03/2024

Tender N°: T/67FUN/G4Z/ARA/CHS/INF/04032024-001

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 *(detailed as per the requested currency)*					
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 dating less than 3 months					
9	A copy of valid quality assurances with relevant certificates dating 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	**DEGREE AND/OR CERTIFICATE OF EVERY QUALIFIED WORKERS MENTIONED IN THE OFFER FORM**					

PRO-06.3

15	Any other compulsory item specified in the **bidder's checklist (PRO-06.3)**					
16	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