## BIDDER’S CHECK LIST ACTED Lebanon

Date: 30/04/2024

Tender N°: T/11EKA/D65/AEI/BEIRUT/PROGRAMS/30-04-2024

**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 **Supplier Questionnaire Form (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** | The **Bidder’s official registration documents** |  |  |  |  |  |
| **6** | Acopy of the **Bidder’s legal representative ID or passport** |  |  |  |  |  |
| **7** | **ACTED’s General Conditions for Purchase** signed & stamped by the Bidder |  |  |  |  |  |
| **8** | ANNEXES – **Proofs of past performances** in a similar field of activity (e.g. past deliveries of similar Services, recommendation letter, completion certificate etc) are provided |  |  |  |  |  |
| **9** | A **catalogue and technical specifications** of the products or if there are different options |  |  |  |  |  |
| **10** | **Detailed work plan** |  |  |  |  |  |
| **11** | 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_