



**PART D- BIDDER'S CHECK LIST ACTED Regional Office**

Date: 07-08-2024

Tender N°: T/16MULTI/SHELTER-CONSULTANCY/07-08-2024/1

**BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:**

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. Form PRO-05 – Instructions to Bidders is attached, filled, signed and stamped by the bidder (electronic signature and/or stamp is not accepted) <b>(compulsory)</b> <b>Shall be sent in envelop 1 out of 2</b>					
2. Acted's Terms of Reference, filled, signed, and stamped by the bidder (electronic signature and/or stamp is not accepted) <b>(compulsory)</b> <b>Shall be sent in envelop 1 out of 2</b>					
3. Bidder's supporting documents (Educational Certificate, CV, Expression of Interest, Related Experience Proofs, Method Statement, Work Plan, and References.  Expression of Interest, Method Statement, and Work Plan shall be filled, signed, and stamped by the bidder. (electronic signature and/or stamp is not accepted) <b>(compulsory for Technical Evaluation)</b> <b>Shall be sent in envelop 1 out of 2</b>					
4. <b>The bidder legal registration</b> (if the applicant is consultant firm) along with company owner or representative ID. (compulsory for contracting stage)  <b>Consultant's ID</b> (if the applicant is individual). (compulsory for contracting stage) <b>Shall be sent in envelop 1 out of 2</b>					



<p>5. Form PRO-06 – ACTED’s Financial Offer Form is attached, filled in US Dollar (\$), inclusive of all taxes, signed (and stamped if the applicant is a company) by the bidder, (electronic signature and/or stamp is not accepted) <b>(compulsory)</b> <b>Shall be sent in envelop 2 out of 2</b></p>					
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Name & Position of Bidder’s authorized representative

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Authorized signature \_\_\_\_\_