

BIDDER'S CHECK LIST ACTED SRI LANKA

Date: 08.09.2024

Tender N°: T/08ESU/D79/TOA/COL/LOG/08 09.2024

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	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	Supplier Questionnaire (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	Bidder's official registration documents					
6	Bidder's legal representative national ID or passport					
7	ACTED General Conditions of Purchase signed & stamped by the Bidder					
8	Catalogues requested in the Offer Form (PRO-06) in a separate sealed envelope (if relevant). The Catalogues should be in English.					
9	Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
10	Present Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder					
11	Detailed Warranty and after services information, Technicians details with contact numbers, free services if any, after sales service & maintenance if any should be clearly mentioned.					
12	Company Profile with all relevant certificates including CVs or profile detailing the qualifications and experience of all persons(s)/institution (maximum 2 pages))					
13	Registration copy of VAT and TIN numbers, in case of import					



14	Specification Confirmation Sheet Annex 1 dated, filled, signed & stamped by the Bidder					
15	Country of Origin and Manufacture confirmation documents					

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

Position of Bidder's authorized representative: _____

Authorized signature: _____

