

BIDDER'S CHECK LIST HELP E-V SOUTH SUDAN

Date:

Tender N°: **SSD-19-18-10-2018-009**.

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 Help use only (to be filled in by Purchase Committee) | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----|-----------------------------------------------------------|----|-------------------|--|
| | Included | | Present | | Comments | |
| | Yes | No | Yes | No | | |
| 1. One binded bid has been provided | | | | | Compulsory | |
| 2. PART 1 – 2. PART 1 – Invitation to Tender is attached, filled, signed and stamped by the supplier. | | | | | Compulsory | |
| 3. PART 2 – Offer Form (attached), filled, signed and stamped by the supplier. | | | | | Compulsory | |
| 4. The prices in the Offer Form/Quotation are in USD or in local currency/SSP | | | | | Compulsory | |
| 5. PART 3 – Declaration for Tenderers Form is attached, filled, signed and stamped by the supplier. | | | | | Compulsory | |
| 6. PART 4 – Code of Conduct is attached, filled, signed and stamped by the supplier. | | | | | Compulsory | |
| 7. The Bidding documents are filled in English. | | | | | Compulsory | |
| 8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries, copies of; Completion of Works Certificates, Purchase Orders of similar items) are provided in the bidding. | | | | | Compulsory | |
| 9. ANNEXES – A Copy of Company registration documents, license and all other relevant legal documents are included. | | | | | Compulsory | |
| 10. ANNEXES – Color pictures (or samples) of similar item(s) or works are included in the bidding package. | | | | | Optional | |

Name & Position of Bidder's Authorized Representative _____

Authorized Signature & Official Stamp of the Bidding Company _____