

BIDDER'S CHECK LIST HELP E-V SOUTH SUDAN

Date: DD-MM-YYYY

Tender N°: .

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. PART 1 – Instructions to Bidders is attached, filled, signed and stamped by the supplier.					Compulsory	
2. PART 2 – Offer Form (attached), filled, signed and stamped by the supplier.					Compulsory	
3. The prices in the Offer Form/Quotation are in USD					Compulsory	
4. PART 4 – Declaration for Tenderers Form is attached, filled, signed and stamped by the supplier.					Compulsory	
5. PART 5 –Code of Conduct is attached, filled, signed and stamped by the supplier.					Compulsory	
6. The Bidding documents are filled in English					Compulsory	
7. General terms and Conditions for works for contractors					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, Valid Tax Clearance, operational 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.						

Name & Position of Bidder's Authorized Representative _____

Authorized Signature & Official Stamp of the Bidding Company _____