

BIDDER'S CHECK LIST HELP E-V SOUTH SUDAN

Date:

Tender N°: **SSD-15-17-09-2018-386.**

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)		Comments
	Included		Present		
	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 _____