##### Seitenkopf

##### Form Procurement

## BIDDER’S CHECK LIST HELP E-V SOUTH SUDAN

Date: ………………………………

Tender N°: **JB**-**SSD-30-23-09-2023-257**

**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 – Invitition 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** |

Name & Position of Bidder’s Authorized Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature & Official Stamp of the Bidding Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_