## BIDDER’S CHECK LIST ACTED South Sudan

Date: (to be updated by Bidder)

Tender N°: T/32TBD/TBD/Consultancy Services/JUBA/04.01.2024/259

**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. **(Compulsory)** |  |  |  |  |  |
| **2** | Original **Offer Form (PRO-06)** dated, filled, signed & stamped by the Bidder *(detailed as per the requested currency).* **(Compulsory)** |  |  |  |  |  |
| **3** | **Supplier Questionnaire (PRO-06.1)** dated, filled, signed & stamped by the Bidder. **(Compulsory)** |  |  |  |  |  |
| **4** | **ACTED Ethical Declaration (PRO-06.2)** dated, filled, signed & stamped by the Bidder. **(Compulsory)** |  |  |  |  |  |
| **5** | **Bidder’s official registration documents. (Compulsory)** |  |  |  |  |  |
| **6** | **Bidder’s legal representative national ID or passport. (Compulsory)** |  |  |  |  |  |
| **7** | **ACTED General Conditions of Purchase** signed & stamped by the Bidder. **(Compulsory)** |  |  |  |  |  |
| **8** | ANNEXES – **Proofs of past performances** in a similar field of activity (e.g. past experience of similar consultancy services) are provided. **(Compulsory)** |  |  |  |  |  |
| **9** | **Consultant/Firm/Company Profile, CVs of trainers, relevant experience** |  |  |  |  |  |
| **10** | Technical Proposal, in line with TORs **(compulsory)** |  |  |  |  |  |
| **11** | ANNEXES – Financial proposals if relevant to add details or thresholds |  |  |  |  |  |
| **12** | Present **Bidder’s Checklist (PRO-06.3)** dated, filled, signed & stamped by the Bidder. **(Compulsory)** |  |  |  |  |  |

First & Last Name of Bidder’s authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of Bidder’s authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_