



BIDDER'S CHECK LIST ACTED South Sudan

Date:

(to be updated by Bidder)

Tender N°:

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 Lawyers with relevant experience					
10	Technical Proposal, in line with TORs (compulsory)					
11	ANNEXES – Financial proposals with 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: _____

