

## 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	<b>Instructions to Bidders (PRO-05)</b> signed & stamped by the Bidder. <b>(Compulsory)</b>					
2	Original <b>Offer Form (PRO-06)</b> dated, filled, signed & stamped by the Bidder ( <i>detailed as per the requested currency</i> ). <b>(Compulsory)</b>					
3	<b>Supplier Questionnaire (PRO-06.1)</b> dated, filled, signed & stamped by the Bidder. <b>(Compulsory)</b>					
4	<b>ACTED Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder. <b>(Compulsory)</b>					
5	<b>Bidder's official registration documents. (Compulsory)</b>					
6	<b>Bidder's legal representative national ID or passport. (Compulsory)</b>					
7	<b>ACTED General Conditions of Purchase</b> signed & stamped by the Bidder. <b>(Compulsory)</b>					
8	ANNEXES – <b>Proofs of past performances</b> in a similar field of activity (e.g. past experience of similar consultancy services) are provided. <b>(Compulsory)</b>					
9	<b>Consultant/Firm/Company Profile, CVs of Lawyers with relevant experience</b>					
10	Technical Proposal, in line with TORs <b>(compulsory)</b>					
11	ANNEXES – Financial proposals with relevant to add details or thresholds					
12	Present <b>Bidder's Checklist (PRO-06.3)</b> dated, filled, signed & stamped by the Bidder. <b>(Compulsory)</b>					

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

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

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

