

BIDDER'S CHECK LIST ACTED SRI LANKA

Date: 22.12.2023

Tender N^o: T/08ESU/D79/TOA/COL/LOG/22.12.2023

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					
2	Original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)					
3	Supplier Questionnaire (PRO-06.1) dated, filled, signed & stamped by the Bidder					
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder					
5	Bidder's official registration documents					
6	Bidder's legal representative national ID or passport					
7	ACTED General Conditions of Purchase signed & stamped by the Bidder					
8	ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
09	Company Profile with all relevant certificates					
10	Present Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder					
11	Specification Confirmation sheet Annex 1					
12	Brochure/Catalogue with technical description of items signed & stamped by the Bidder					

First & Last Name of Bidder's authorized representative: _____

Position of Bidder's authorized representative: _____

Authorized signature: _____

