

## BIDDER'S CHECK LIST ACTED Moldova

Date: 22/08/2023

Tender N°: T/67FMA/O3R/ECR/CHS/01-08-2023/002

**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	The present <b>Instructions to Bidders (PRO-05)</b> signed & stamped by the Bidder					
2	An original <b>Offer Form (PRO-06)</b> dated, filled, signed & stamped by the Bidder (detailed as per the requested currency)					
3	The <b>Technical Offer</b> with detailed methodology, signed & stamped by the Bidder					
4	The <b>Financial Offer</b> signed & stamped by the Bidder					
5	The <b>Supplier Questionnaire Form (PRO-06.1)</b> dated, filled, signed & stamped by the Bidder					
6	The <b>Integrity Declaration (Annex 6)</b> dated, signed & stamped by the Bidder					
7	<b>ACTED Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder					
8	The <b>Bidder's official registration documents</b>					
9	A copy of the <b>Bidder's legal representative ID or passport</b>					
10	<b>ACTED's General Conditions for Purchase</b> signed & stamped by the Bidder					
11	The <b>supporting documentations</b> requested for each assessment criteria					



12	<p>Other compulsory documents specified in the <b>Bidder's Checklist (PRO-06.3)</b> :</p> <ul style="list-style-type: none"> <li>- Suitability statement, including commitment to availability for the entire assignment</li> <li>- If International consultant : Professional liability insurance for health and repatriation (certificate of less than 3 months and which covers in particular the country)</li> </ul>					
13	<p>Additional documents specified in the <b>Bidder's Checklist (PRO-06.3)</b> :</p> <ul style="list-style-type: none"> <li>- If team of consultants : Team composition with everyone's roles + updated curriculum vitae</li> </ul>					
14	The <b>Bidder's Checklist (PRO-06.3)</b> dated, filled, signed & stamped by the Bidder					

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

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

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

