

## BIDDER'S CHECK LIST ACTED Moldova

Date: 17/09/2024

Tender N°: T/67FUN/G4Z/APC/CHS/INF/17092024

**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) signed &amp; stamped by the Bidder - 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	The <b>Supplier Questionnaire (PRO-03.2)</b> dated, filled, signed & stamped by the Bidder- <b>Compulsory</b>					
4	<b>Supplier Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder- <b>Compulsory</b>					
5	<b>ACTED Full General Conditions of Purchase (PRO-09)</b> signed & stamped by the Bidder- <b>Compulsory</b>					
6	<b>Bidder's official registration documents- Compulsory</b>					
7	A copy of the <b>Bidder's legal representative national ID or passport- Compulsory</b>					
8	List of materials to be used with brand name and specifications, signed & stamped - <b>Recommended</b>					
9	A copy of valid quality certificates for the materials on the list - <b>Recommended</b>					
10	<b>A Detailed workplan of works including schedule, signed &amp; stamped - Recommended</b>					
11	<b>List (signed &amp; stamped) and pictures of all relevant assets you own and could use to do the works as requested on the offer form (PRO-06) - Recommended</b>					
12	<b>List (signed &amp; stamped) and pictures of safety equipment you intend to work with as requested on the offer form (PRO-06) - Recommended</b>					



<b>13</b>	<b>Proof of works done in the past (contracts, certification of completion, pictures) in a separate sealed envelope (if relevant) - Recommended</b>					
<b>14</b>	<b>DEGREE AND/OR CERTIFICATE OF EVERY QUALIFIED WORKERS MENTIONED IN THE OFFER FORM-RECOMMENDED</b>					
<b>15</b>	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: \_\_\_\_\_

