

BIDDER'S CHECK LIST ACTED Moldova

Date: 04/09/2024

Tender N°: T/67FUN/G4Z/ACH/CHS/INF/04092024

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



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

