

BIDDER'S CHECK LIST ACTED Tunisia

Date:

Tender N°: T/14DHP/X98/INE/TUN/24/01/2020

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :

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. An original (compulsory) and one copy (recommended) of the bid have been provided					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in USD or in TND inclusive of detailed VAT (compulsory) <i>Bidders shall comply with all valid Government legal Documentation and adhere to Regulations to operate in Tunisia such as being regular tax payer to offer such goods and services as specified in the tender.</i>					
5. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
7. Tax certificate/registration as required by local law (compulsory)					
8. The Bidding documents are filled in English (compulsory)					
9. ANNEXES – Proofs of past performances (including example contracts or other evidence of performance) in a similar field of activity are provided (minimum 6 evidences) (compulsory)					
10. ANNEXES – A copy of Professional CVs (compulsory)					
11. ANNEXES – Professional References (minimum 4) (compulsory)					
12. ANNEXES – Documents or certificate detailing the arrangement regarding insurance of participants / trainers - Description of a humanitarian aid work-oriented training					

13. ANNEXES – A Copy of the following documents included: (compulsory) - Company Registration Documentation - ID from Legal Representative(compulsory) - Term of References Signed and Stamped					
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Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp: