## BIDDER’S CHECK LIST ACTED [AFGHANISTAN]

Date: 28/07/2024

Tender N°: [**T/02FML/8Z8/K16/KABUL/28/07/2024**]

**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 **Instructions to Bidders (PRO-05)** signed & stamped by the Bidder |  |  |  |  |  |
| 2 | An original **Offer Form (PRO-06)** dated, filled, signed & stamped by the Bidder *(detailed as per the requested currency)* |  |  |  |  |  |
| 3 | **ACTED Ethical Declaration (PRO-06.2)** dated, filled, signed & stamped by the Bidder |  |  |  |  |  |
| 4 | **Supplier Questionnaire (PRO-03.2)** dated, filled, signed & stamped by the Bidder |  |  |  |  |  |
| 5 | The **Bidder’s official registration documents** |  |  |  |  |  |
| 6 | Acopy of the **Bidder’s legal representative ID or passport** |  |  |  |  |  |
| 7 | **ACTED’s General Conditions for Purchase** signed & stamped by the Bidder |  |  |  |  |  |
| 8 | The **Bidder’s Checklist (PRO-06.3)** dated, filled, signed & stamped by the Bidder |  |  |  |  |  |
| 9 | Example of similar previous contract and customer service offer |  |  |  |  |  |

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

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

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