



## BIDDER'S CHECK LIST ACTED Tunisia

Date: 21-11-2019

Tender N°: T/14DRN/14DQB/14DHP/G15-STC/U45-PMS/X98-INE/TUN/21-11-2019/002

**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 <b>(compulsory)</b> and one copy <b>(recommended)</b> of the bid have been provided					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. The prices in the Offer Form are in USD or in TND <b>(compulsory)</b> <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. <b>(compulsory)</b>					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
7. Tax certificate/registration as required by local law <b>(compulsory)</b>					
8. The Bidding documents are filled in English <b>(compulsory)</b>					
9. ANNEXES – Proofs of past performances (including example contracts or other evidence of performance) in a similar field of activity are provided					
10. ANNEXES – A copy of Professional CVs					
11. ANNEXES – Professional References					
12. ANNEXES – Documents or certificate detailing the arrangement regarding insurance of participants / trainers					



# ACTED

Agency for technical cooperation and development.

<p>13. ANNEXES – A Copy of the following documents included: (compulsory)</p> <ul style="list-style-type: none"><li>- Company Registration Documentation</li><li>- ID from Legal Representative</li><li>- Valid operating license/certificate of registration valid for the fiscal year (2019)</li><li>- An entity established in Tunisia is considered tax resident in Tunisia.</li></ul> <p>a. Any Income generated in Tunisia from work performed therein should be subject to income tax in Tunisia.</p> <p>b. The supplier will have the obligation to provide Tax information, including handling the preparation, filing, and stamping of federal, state, or national body on the invoice of the performed service/work.</p>					
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Name & Position of Bidder's authorized representative

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Authorized signature

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