



BIDDER'S CHECK LIST ACTED [Libya]

Date: _____ (to be indicated by the bidder)

Tender N°: T/FA/1499/CROSSPROJECTS/ACCOMMODATION-Libya/TUNIS/16/03/2020

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 and one copy of the bid have been provided (compulsory) | | | | | |
| 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 local currency (LYD/USD/TND) (compulsory) | | | | | |
| 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. The Bidding documents are filled in English. (compulsory) | | | | | |
| 8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided (compulsory) | | | | | |
| 9. ANNEXES – A Copy of Company registration documents and license are included, ID copy of legal representative and license are included - For Batch n°1: Driver's information (compulsory) | | | | | |
| 10. ANNEXES – Color pictures (or catalogue) of cars and hotel rooms with services are included (compulsory) | | | | | |

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Name & Position of Bidder's authorized representative _____

Date _____

Authorized signature _____

Stamp _____