

BIDDER'S CHECKLIST ACTED Sudan

Date: 13.10.2026

Tender N°: T/23Multi/Multi/CLEANING/WN/13.10.2026/002

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEMS IS COMPLETE AND RESPECTS THE INSTRUCTIONS TO BIDDERS CONDITIONS:

#	Description	Submission Requirement	To be filled in by Bidder		For ACTED use only (to be filled in by the Purchase Committee)		
			Included		Present		Comments
			Yes	No	Yes	No	
1	Original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (all prices in USD)	Mandatory					
2	All the requested details in the Evaluation table (Selection Criteria) are in the Instructions to Bidders sheet (PRO-05)	Highly Recommended to get the highest scores					
3	Bidder’s official registration documents including valid tax certification	Mandatory					
4	Bidder’s legal representative’s national ID or passport	Mandatory					
5	Instructions to Bidders (PRO-05) signed & stamped by the Bidder	Mandatory					
6	Supplier Questionnaire (PRO-03.2) dated, filled, signed & stamped by the Bidder	Mandatory					
7	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder	Mandatory					
8	ACTED General Conditions of Purchase (PRO-09) signed & stamped by the Bidder	Mandatory					
9	Bidder’s Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder	Recommended					

Note: Mandatory documents are compulsory for the bidder's submission.

Company Name:

Authorized Representative Name:

Signature:

Stamp:

