BIDDER'S CHECKLIST ACTED Sudan

Date: 18.10.2026

Tender N°: T/23Multi/Multi/Refreshments/WN/18.10.2026/004

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: .....

..... **Supplier Signature & Stamp**