##### Form PRO-06-03 Version1.3

## BIDDER’S CHECK LIST ACTED UGANDA

Date: (to be filled by the bidder)

Tender N°: T/25/MULTI/MULTI/VEHICLE RENTAL/KPL/31.08.2020/009

**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.A bid has been provided by e-mail **(compulsory)** |  |  |  |  |  |
| 2. PART 1 (form PRO-05) – Instructions to Bidders is attached, signed and stamped by the supplier **(compulsory)** |  |  |  |  |  |
| 3. PART 2 (form PRO-06) –Offer Form is attached, fully filled, signed and stamped by the supplier **(compulsory)** |  |  |  |  |  |
| 4. The prices in the Offer Form are in UGX **(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 – A Copy of Company Certificate of registration/incorporation **(compulsory)** |  |  |  |  |  |
| 9. ANNEXES – Copy of ID or Passport of company’s representative or owner attached **(compulsory)** |  |  |  |  |  |
| 10. ANNEXES –Trade license **(compulsory)** |  |  |  |  |  |
| 11. ANNEXES – Copy of Tax compliance certificate and TIN certificate **(compulsory)** |  |  |  |  |  |
| 12. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided **(compulsory)** |  |  |  |  |  |
| 13. ANNEXES – Financial bank statements (optional) |  |  |  |  |  |
| 14. ANNEXES – List of vehicles with registration **(compulsory)** |  |  |  |  |  |
| 15. ANNEXES – Driving licence of drivers **(compulsory)** |  |  |  |  |  |
| 16. ANNEXES – Photographs of the vehicles (optional) |  |  |  |  |  |

Name & Position of Bidder’s authorized representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature and stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_