

BIDDER'S CHECKLIST **ACTED Sudan**

Date: 04.10.2026

Tender N°: T/23GNP/9BD-RAS/SUD/GZ/PROG/04.10.2026/01

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	Experience & Reliability	Experience in similar construction works – minimum 3 years	Highly Recommended					
		Experience in water rehabilitation systems and/or boreholes	Highly Recommended					
		Experience with NGOs/INGOs	Highly Recommended					
3	Staff Capacity	Availability of a Civil/Geological Engineer with relevant experience in water rehabilitation systems and/or boreholes	Highly Recommended					
4	Works Completion & Mobilization	Ability to mobilize and commence the work within 7 calendar days after site handover and complete all work within 45 calendar days after site handover. The bidder must submit a detailed work plan indicating the proposed start date, mobilization period, key activities/milestones, and the full implementation period up to completion.	Highly Recommended					
5	Warranty	Minimum 6-month warranty for completed works	Highly Recommended					



6	Bidder's official registration documents including valid tax certification	Mandatory					
7	Bidder's legal representative's national ID or passport	Mandatory					
8	Instructions to Bidders (PRO-05) signed & stamped by the Bidder	Mandatory					
9	Supplier Questionnaire (PRO-03.2) dated, filled, signed & stamped by the Bidder	Mandatory					
10	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder	Mandatory					
11	ACTED General Conditions of Purchase signed & stamped by the Bidder	Mandatory					
12	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:

