

TENDER SUBMISSION CHECKLIST – MASAR /LB

(To be included in the technical offer envelope)

Date: 04/02/2021

Tender N°:MASAR-LB-VNGI-007-SP/2020 CO2 Super Critical Oil Extracting Machine

BEFORE SENDING YOUR TENDER DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA. Please note that this list is not necessarily all inclusive.

Description	To be filled in by Bidder		For MASAR team use only (to be filled by Procurement Team)			
	Included		Present		Comments	
	YES	No	YES	No		
1	Technical AND Financial envelops are submitted (and labelled as indicated compulsory)					
2	The Bidding documents are filled in English. And all official documents/ certificates translated in English					
3	PART A (Invitation to tender and Instructions to tenderers) is attached with the technical offer/proposal, filled, signed and stamped by the supplier. (compulsory)					
4	PART B with the technical offer , filled, signed and stamped by the supplier. (compulsory)					
4a	Two (2) sets of manufacturer's technical and maintenance literature and shall include the name and address of the nearest re-supply firm.					
4b	A description of the warranty conditions, which must be in accordance with the conditions laid down in Article 32 of the General Conditions and of the special conditions					
4c	A statement by the tenderer attesting the origin of the supplies tendered and proof of origin as requested. In article 4 of instruction to tenderers					
5	ANNEXES – The legal entity file (document c4o2_lefnd_en) and the supporting documents If a company					
5a	Company profile / Copy of commercial registry, (for a company)					
5b	Duly authorized signature ex commercial circulaire (for a company)					
5c	Copy of ID of the authorized signatory /owner (for a company & Private person)					
5d	Copy of Financial registration					
5e	Copy VAT registration (If a company)					
6	Annexe (financial identification form – document c4o1_fif) Bank account into which payments should be made signed & stamped by bank					
6a	Bank solvency attached/ account statement stamped by bank					
7	The prices in the Offer Form are in USD (compulsory)					
8	PART D – (form a.14)– Bidder's Ethical Declaration is attached with the Supply Tender form(c4l_d) , filled, signed and stamped by the supplier. (compulsory)					

8a	Proof of a max of 3 similar jobs over the past 5 years.					
9	Other ANNEXES – Documents specified in the instruction to bidders and contract notice part are provided:					
9a	An official valid clearance from the Ministry of Finance not earlier than one year					
9b	A judicial record of the authorized signatory dated not earlier than one year					
9c	Other additional Supporting documents					

Name & Position of Bidder's authorized representative _____

Authorized signature

Stamp

Date
