



INTERNATIONAL CALL FOR TENDER

ACTED (Agency for Technical Cooperation and Development), is inviting suppliers and service providers to submit their offers to be considered under Framework Contract for the following items/services for the year 2018-2019:

Description/Specification	Tender No:	INCOTERMS Delivery point	Delivery deadline
Vehicle hire	T/16/FWC/VEHICLE HIRE/ANT/20-12-2017/001	Refer to instructions to bidders	Refer to instructions to bidders
Travel. Domestic and regional flights	T/16/FWC/TRAVEL/ANT/20-12-2017/001	Antakya	Refer to instructions to bidders
Hotel and meeting room	T/16/FWC/HOTEL-MEETING ROOM/ANT/20-12-2017/001	Refer to instructions to bidders	Refer to instructions to bidders

The tender will be conducted using ACTED standard bidding documents, open to all qualified suppliers and service providers. The Bidding Documents (in English) may be collected free of charge by all interested bidders at the following address:

ACTED representative office in Haraparası Mah. 119.Sok. No:20, Zehide İş Merkezi. Antakya/Hataya,Turkey.

Or can be downloaded from the ACTED website at www.acted.org under the section "Tender".

Potential bidders are encouraged to consult the ACTED website regularly for potential modification to the present tender and/or the bidding documents.

A pre-tender information session will be organized **on 27/12/2017 at 15:00 local time** in ACTED representative office in Haraparası Mah. 119.Sok. No:20, Zehide İş Merkezi. Antakya/Hataya,Turkey. Participation of interested bidders to the information session is preferable but not compulsory.

All bids must be submitted before **on 03/01/2018 at 17:00 local time** at the address mentioned above in a sealed envelope or by E-mail at turkey.tender@acted.org, Cc tender@acted.org. Late Bids will be automatically rejected.

ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their bids to ACTED.

A tender opening session will take place **on 04/01/2018 at 11:00 local time** in the ACTED representative office in Haraparası Mah. 119.Sok. No:20, Zehide İş Merkezi. Antakya/Hataya,Turkey. The presence of bidders' representative is allowed.

For all inquiries regarding this tender, please contact the ACTED representative office in Haraparası Mah. 119.Sok. No:20, Zehide İş Merkezi. Antakya/Hataya,Turkey not later than **04/01/2018 at 17:00 local time** by E-mail at turkey.tender@acted.org, Cc tenders@acted.org.