



INTERNATIONAL CALL FOR TENDER

ACTED Tunisia/Libya

Date: 06-07-2018

Tender N°: T/14CTN/99M/ACP/TUNIS/06-07-2018

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following products:

PRODUCT SPECIFICATIONS:

1. **Description:**
 - a) *Services of Videos Filming in West and South Libya (Tripoli, Nalut, Zintan, Ghadames, Wadi, Buanees, Shaquiya)*
 - b) *Video montage (11 minutes videos) with english subtitles*
2. **Product class / category:** Services
3. **Quantity/unit:** 3 videos

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Tunis Office
2. Date of delivery: 31/08/2018
3. Validity of the offer: 6 months

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- A sample of the product;
- A certificate of origin;
- A copy of the bidder's passport or driving license.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 20/07/2018 at 5:00 PM** in ACTED office at the following address : Immeuble Nour, rue du Corail, Bloc A, App A1-1 , 1053, Les Berges du Lac 2, Tunis
Tenderers who will present their offer at ACTED bases other than ACTED Tunis must take into consideration the transport time from the local base to ACTED Tunis Office.
2. Tenderers will fill, sign, stamp and return the Offer Form according to ACTED's format.
3. Price must be in **USD with all taxes and duties included.**
4. Tenderers will sign and stamp the Terms of Reference, Bidder's Questionnaire, Bidder's Ethical Declaration and Bidder's Checklist
5. The offer to the call for tender will not result in the award of a contract.
6. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "*T/14CTN/99M/ACP/TUNIS/06-07-2018 - NOT to be opened before 21/07/2018*" and the purpose of the offer.
7. Unsealed envelope and late offers will not be considered.



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8. Insurances costs in Libya and Tunisia, as repatriation, will not be cover by ACTED and must be included in the bid.
9. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

f you witness or suspect unethical business practices during the tendering process, please send an e-mail to transparency@acted.org.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____