



PART 1: NATIONAL CALL FOR TENDER ACTED Bangladesh Instructions to bidders

Date: 11-July-2018

Tender N°: T/7099/Water-Communication-Printing-Office Supplies-Hotel/11-07-2018/001

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following items for a one-year Framework Agreement:

PRODUCT SPECIFICATIONS:

Lot 1: Water					
Item #	Item	Specification	Unit	Quantity	Incoterms
1	Bottled water	500ml bottled water	bottle	1	DDP to Helvetas/ACTED Office/Warehouse in Cox's Bazar, Bangladesh
2	Bottled water	1 L bottled water	bottle	1	
3	Bottled water	2 L bottled water	bottle	1	
4	Bottled water	5L bottle	bottle	1	
5	Bottled water	20 Liter bottled water- refillable	bottle	1	

Lot 2: Communication					
Item #	Item	Specification	Unit	Quantity	Incoterms
1	Phone Credits	(Phone Credits) Robi Recharge	unit	1	DDP to Helvetas/ACTED Office/Warehouse in Cox's Bazar, Bangladesh
2	Phone Credits	(Phone Credits) Airtel Recharge	unit	1	
3	Phone Credits	(Phone Credits) Grameen Recharge	unit	1	
4	Phone Credits	(Phone Credits) Teletalk Recharge	unit	1	
5	Phone Credits	(Phone Credits) Banglalink Recharge	unit	1	
6	Phone Credits	(Phone Credits) Robi CityCel Recharge	unit	1	

Lot 3: Printing					
Item #	Item	Specification	Unit	Quantity	Incoterms
1	ID printing	PVC ID	PCS	1	
2	Business Card	Business Card	SET OF 100	1	
3	Book Binding	Book Binding (Ring) - 50 sheets	BOOKLET	1	



4	Book Binding	Book Binding (hard) - 50 sheets	BOOKLET	1	DDP to Helvetas/ACTED Office/Warehouse in Cox's Bazar, Bangladesh
5	Soft Binding	soft bound - 50 sheets	BOOKLET	1	
6	Lamination	Lamination - (ID size) A5	PCS	1	
7	Lamination	Lamination - A4	PCS	1	
8	Photocopy	Photocopy- short	PAGE	1	
9	Photocopy	Photocopy- A4	PAGE	1	
10	Photocopy	Photocopy- Long	PAGE	1	
11	Printing	Black and White Printing- Short	PAGE	1	
12	Printing	Black and White Printing- A4	PAGE	1	
13	Printing	Black and White Printing- Long	PAGE	1	
14	Printing	Colored Printing in text- short	PAGE	1	
15	Printing	Colored Printing in text- A4	PAGE	1	
16	Printing	Colored Printing in text- Long	PAGE	1	
17	Printing	Colored Printing with Image- short	PAGE	1	
18	Printing	Colored Printing with Image- A4	PAGE	1	
19	Printing	Colored Printing with Image- long	PAGE	1	
20	Printing	Tarpualin printing	SQ FT	1	
21	Printing	Colored Printing- Full Image (ordinary A4 paper)	PAGE	1	
22	Carbonless books	Carbonless books (duplicate 50 pages) A4	BOOKLET	1	
23	Carbonless books	Carbonless books (triplicate 50 pages) A4	BOOKLET	1	
24	Carbonless books	Carbonless books (duplicate 50 pages) 1/2 of A4	BOOKLET	1	
25	Carbonless books	Carbonless books (triplicate 50 pages) 1/2 of A4	BOOKLET	1	
26	Printing	Colored Printing - full image (special paper)	PAGE	1	

Lot 4: Office Supplies - Stationeries					
Item #	Item	Specification	Unit	Quantity	Incoterms
1	Ballpen (black/blue)- any brand	Ballpen (black/blue)- any brand	pc.	1	
2	Binder A4 - 2 hole	Binder A4 - 2 hole	pc.	1	
3	Binder Long - 2 hole	Binder Long - 2 hole	pc.	1	
4	Binder Separator A4	Binder Separator A4	pack	1	
5	Bond Paper A4- ream	Bond Paper A4- ream	box	1	
6	Bond Paper Long-ream	Bond Paper Long-ream	box	1	
7	Brown Envelope Long	Brown Envelope Long	pc.	1	
8	Brown Envelope Short	Brown Envelope Short	pc.	1	
9	Calculator (casio)	Calculator (casio)	pc.	1	



10	Carbon sheets	Carbon sheets	pack	1
11	correction liquid	correction liquid	pc.	1
12	Clear Sheet Protectors A4	Clear Sheet Protectors A4	pack	1
13	Clip Board long	Clip Board long	pc.	1
14	Correction Tape	Correction Tape	pc.	1
15	Document Clip big	Document Clip big	pc.	1
16	Document Clip small	Document Clip small	pc.	1
17	Document Filer Box	Document Filer Box	pc.	1
18	Document Tray (plastic)	Document Tray (plastic)	pc.	1
19	Double sided tape	Double sided tape	pc.	1
20	Pencil	Pencil	pc.	1
21	Eraser -Whiteboard	Eraser -Whiteboard	pc.	1
22	White Board- 4x5ft	White Board- 4x5ft	pc.	1
23	Whiteboard- 3x4 ft	Whiteboard- 3x4 ft	pc.	1
24	Folder long	Folder long	pc.	1
25	Folder short	Folder short	pc.	1
26	Glue	Glue	tube	1
27	Highlighter- any color	Highlighter- any color	pc.	1
28	whiteboard- 4x8 ft	whiteboard- 4x8 ft	pc.	1
29	cork board -3 x 4 ft	cork board -3 x 4 ft	pc.	1
30	Plastic Folders, rainproof to travel with docs	Plastic Folders, rainproof to travel with docs	pc.	1
31	Small Notebooks	Small Notebooks	pc.	1
32	white board Marker-any color	white board Marker-any color	bottle	1
33	Majic Tape	Majic Tape	pc.	1
34	Masking Tape 1"	Masking Tape 1"	pc.	1
35	Masking Tape 2"	Masking Tape 2"	pc.	1
36	A4 Notebook	A4 Notebook	pc.	1
37	A4 Hard Notebook	A4 Hard Notebook	pc.	1
38	Packaging Tape 2"	Packaging Tape 2"	roll	1
39	Paper Clip big	Paper Clip big	box	1
40	Paper Clip small	Paper Clip small	box	1
41	Paper Fastener	Paper Fastener	box	1
42	Pay Envelope	Pay Envelope	pack/100 pcs	1
43	Pencil eraser	Pencil eraser	pc.	1
44	Permanent Marker	Permanent Marker	pc.	1
45	Plastic Envelope long	Plastic Envelope long	pc.	1

**DDP to
Helvetas/ACTED
Office/Warehouse in
Cox's Bazar,
Bangladesh**



46	Plastic Envelope short	Plastic Envelope short	pc.	1
47	Puncher -2 whole	Puncher -2 whole	pc.	1
48	Push Pin	Push Pin	box	1
49	Record Book - big 150 pages	Record Book - big 150 pages	pc.	1
50	Record Book - big 500 pages	Record Book - big 500 pages	pc.	1
51	Record Book - small 200 pages	Record Book - small 200 pages	pc.	1
52	Record Book - small 300 pages	Record Book - small 300 pages	pc.	1
53	Rubber band	Rubber band	box	1
54	Ruler	Ruler	pc.	1
55	Scissors	Scissors	pc.	1
56	Scotch Tape 1"	Scotch Tape 1"	roll	1
57	Scotch Tape 1/2	Scotch Tape 1/2	roll	1
58	Scotch Tape 2"	Scotch Tape 2"	roll	1
59	Sharpener	Sharpener	pc.	1
60	Sign Pen (black/blue)	Sign Pen (black/blue)	pc.	1
61	Stamp pad	Stamp pad	pc.	1
62	Stamp Pad Ink	Stamp Pad Ink	bottle	1
63	Staple Remover	Staple Remover	pc.	1
64	Staple wire no 10	Staple wire no 10	box	1
65	Staple wire no. 35	Staple wire no. 35	box	1
66	Stapler - big	Stapler - big	pc.	1
67	Stapler - small	Stapler - small	pc.	1
68	post it pad	post it pad	pc.	1
69	Tape Dispenser big	Tape Dispenser big	pc.	1
70	Tape Dispenser small	Tape Dispenser small	pc.	1
71	Folder A4	Folder A4	box	1
72	White Envelope	White Envelope	box	1
73	Whiteboard Marker	Whiteboard Marker	pc.	1
74	A4 Brown Envelope	A4 Brown Envelope	pc.	1
75	L File folder	L File folder	pc	1
76	Multiplug extension wire	Multiplug extension wire	pc	1
77	toner cartridge model HP 17A	toner cartridge model HP 17A	set	1
78	Colored printer ink Origin Epson L380 (set of 4 colors)	Colored printer ink Origin Epson L380 (set of 4 colors)	set	1
79	Key ring	Key ring	pcs	1
80	USB stick- 16 GB	USB stick- 16 GB	pcs	1



81	Pin Board	Pin Board	pcs	1	
82	Flip Chart	Flip Chart	pcs	1	
83	ID cover and lace	ID cover and lace	set		
84	Computer Mouse	Computer Mouse	pc	1	

Lot 5: Hotel Accommodation

Item #	Item	Specification	Unit	Quantity	Incoterms
1	Hotel Room	Room for one (single bed)	NIGHT	1	N/A
2	Hotel Room	Room for two (2 single beds)	NIGHT	1	
3	Hotel Room	Room for two (matrimonial bed or double bed)	NIGHT	1	
4	Hotel Room	Extra Bed/Person	NIGHT	1	
5	Catering service	Breakfast	Person	1	
6	Catering service	Lunch	Person	1	
7	Catering service	Diner	Person	1	
8	Catering service	Snacks	Person	1	
9	Function Hall	With sound system, chairs and tables	Day	1	

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: **Delivery Duty paid to Helvetas/ACTED Office Warehouse in Cox's Bazar, Bangladesh**
2. Delivery date of the good: **Upon purchase order placement, according to ACTED needs**
3. Contract signature deadline: **31/07/2018**
4. Validity of the offer: **one year**

The answers to this tender should include the following elements:

- An original and one copy of the bid have been provided(**compulsory**).
- The ID of the legal representative of the company(**compulsory**).
- A Copy of Company registration documents and license are included(**compulsory**).
- The attached Offer Form template filled in, signed and stamped on all pages including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- The present Instructions to bidders signed and stamped on all pages;
- The attached Bidder's Questionnaire, Checklist and Ethical Declaration filled in, signed and stamped on all pages;
- Samples of products or pictures;
- A certificate of origin (not compulsory).
- Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided
- Details of transfer fees, cancellation fees, administration fees and any other fees should be made clear ;
- Detail of other services provided with the proposed price.



GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on July 25, 2018 at 05:00 pm** in ACTED office at the following address :
Hotel Cox's Hilton, Cox's Bazar, Bangladesh. Tenderers who will present their offer at Helvetas/ACTED bases other than **Cox's Bazar** must take into consideration the transport time from the local base to **Cox's Bazar**.
Or by E-mail at coxbazal.logistics@acted.org, Cc tender@acted.org & christian.misagal@acted.org.
2. Bidders can bid for one lot or more
3. Tenderers will fill, sign, stamp and return the Offer form according to Helvetas/ACTED's format.
4. Tenderers will sign and return all pages of the Product Specifications for which they apply.
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 ". **FA/70/Water-Communication-Printing-Office Supplies-Hotel//07-xx-2018/001**" - **not to be opened before July 26, 2018.**
7. Unsealed envelope and late offers will not be considered.
8. Quantities are indicative and are subject to change up to (+/-) 10%
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."

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