

INTERNATIONAL CALL FOR TENDER
ACTED Tunisia/Libya

Date: 24/07/2018

Tender N°: T/14DGK/H76/BIL/BRC/VID/24-07-2018

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

PRODUCTS AND SERVICES SPECIFICATIONS:

Batch n°	Description	Quantity	Delivery point	Delivery deadline
1	Design, printing and rent of billboards space for 3 months	20	Benghazi and Ajdabiya	23/09/2018
2	Design and printing of brochures	2000	Benghazi Office	23/09/2018
3	Animation Awareness Video Production (script, storyboard, character design, animation, final render)	5	Benghazi Office	15/10/2018

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Benghazi Office
2. Date of delivery: Batch 1 & 2: 23/09/2018, Batch n°3: 15/10/2018
3. Validity of the offer: 6 months

The answers to this tender should include the following elements:

- A written quotation including all the service specifications, the price per unit and total price;
- A sample of the products;
- A photography of the billboards and their locations in Benghazi and Ajdabiya
- A certificate of origin;
- A signed version of Terms of Reference
- A copy of the bidder's passport or driving licence;

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **10/08/2018 (August 6th, 2018)** at 17PM (local Tunisian time) 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. Tenderers will sign and stamp the Terms of Reference, Bidder's Questionnaire, Bidder's Ethical Declaration and Bidder's Checklist
4. Tenderers can apply to one or several batches and still be considered eligible.
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 logistics department in a sealed envelope with the mention "T/14DGK/H76/BIL/BRC/VID/24-07-2018 – NOT to be opened before 11-08-2018"
7. Unsealed envelope and late offers will not be considered.
8. 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.

Name & Position of Bidder's authorized representative _____

Authorized signature _____