



NATIONAL CALL FOR TENDER

Tender Ref. No.: T / 0899 / FWC / STATIONERY / Moneragala /19/07/2018/002

ACTED (Agency for Technical Cooperation and Development) a French INGO registered in Sri Lanka support Good Governance & Economic development projects in the following districts – Badulla, Moneragala, Matale, Nuwaraeliya and Colombo. ACTED is inviting suppliers / Service providers for the supply of stationery to submit their bid as per the details below:

Lot #	Description	INCOTERMS/ Delivery point	Delivery deadline
1	On- year framework contract for supply of stationery in Moneragala	DDP – Moneragala	As per call-off purchase orders

(see details and technical specifications related to each batch in the Instruction to bidders' form and offer form)

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(es):

ACTED representative office in No.24, Rajasinghe Road, Colombo, Sri Lanka

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.

All bids must be submitted before **02/08/2018 (02nd August 2018) at 15:00 GMT+1** at the address mentioned above in a sealed envelope or by E-mail at srilanka.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 **02/08/2018 (02nd August 2018) at 15:00 GMT+1** in the ACTED representative office in Colombo. The presence of bidders' representative is allowed. For all inquiries regarding this tender, please contact the ACTED representative office at 24, Rajasinghe Road, Colombo 6, not later than **01/08/2018 (01st August 2018) by 16:00 GMT+1** by telephone (+94 112361394) or by E-mail at srilanka.tender@acted.org, Cc tender@acted.org.

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