

**PART 2 OFFER FORM ACTED Bangladesh**

Date:

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

**To be Filled by Bidder (COMPULSORY)****Details of Bidding Company:**

1. Company Name: ( \_\_\_\_\_ )
2. Company Authorized Representative Name: ( \_\_\_\_\_ )
3. Company Registration No: ( \_\_\_\_\_ )  
No/Country/ Ministry
4. Company Specialization: ( \_\_\_\_\_ )
5. Mailing Address: ( \_\_\_\_\_ )  
Country/Governorate./City/St name/Shop-Office No
  - a. Contact Numbers: (Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_ )
  - b. E-mail Address: ( \_\_\_\_\_ )

I undersigned \_\_\_\_\_, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

PLEASE FILL-IN THE FIRST TABLE INDICATING WHICH LOT(S) IS/ARE CONCERNED BY THIS OFFER:

Table of Lots (possibility to answer to one or several batch) (YES/NO)	
Lot 1 - Water	
Lot 2 - Communication	
Lot 3 - Printing	
Lot 4 - Office supplies	
Lot 5 - Accommodation	

PLEASE FILL IN THE FOLLOWING 5 LOTS, ONE FOR EACH BATCH, EACH BATCH CORRESPONDING TO THE ITEMS/ MATERIALS:

Lot 1	Water									
Item #	Item	Specification	Supplier's specification (if possible)	Brand name	Unit	Quantity	Incoterms	Delivery Deadline	Unit price all tax exclusive (BDT)	Total Price all tax exclusive (BDT)
1	Bottled water	500ml bottled water			bottle	1	<b>DDP to Helvetas/ACTED Office/Warehouse in Cox's Bazar, Bangladesh</b>	N/A		
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	Supplier's specification (if possible)	Brand name	Unit	Quantity	Incoterms	Delivery Deadline	Unit price all tax exclusive (BDT)	Total Price all tax exclusive (BDT)
1	Phone Credits	(Phone Credits) Robi Recharge			unit	1	<b>DDP to Helvetas/ACTED Office/Warehouse in Cox's Bazar, Bangladesh</b>	Delivery date upon purchase order indication		
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	Supplier's specification (if possible)	Brand name	Unit	Quantity	Incoterms	Delivery Deadline	Unit price all tax exclusive (BDT)	Total Price all tax exclusive (BDT)
1	ID printing	PVC ID			PCS	1		Delivery date upon purchase order indication		
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				
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	<b>DDP to Helvetas/ACTED Office/Warehouse in Cox's Bazar, Bangladesh</b>	Delivery date upon purchase order indication		
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										
Item #	Item	Specification	Supplier's specification (if possible)	Brand name	Unit	Quantity	Incoterms	Delivery Deadline	Unit price all tax exclusive (BDT)	Total Price all tax exclusive (BDT)
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	<b>DDP to Helvetas/ACTED Office/Warehouse in Cox's Bazar, Bangladesh</b>	Delivery date upon purchase order indication		
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				
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 Accomodation								
Item #	Item	Specification	Supplier's specification (if posible)	Brand name	Unit	Quantity	Incoterms	Delivery Deadline	Unit price all tax exclusive (BDT)	Total Price all tax exclusive (BDT)
1	Hotel Room	Room for one ( single bed)			NIGHT	1	<b>N/A</b>	<b>N/A</b>		
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				

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Estimated delivery cost:**

Batches No.	Destination	Guaranteed delivery time	Total Transportation cost (BDT)
1	DDP to Helvetas/ACTED Office/Warehouse in Cox's Bazar, Bangladesh		

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (recommended: 1 year or more)
2. Terms of delivery (incoterms): \_\_\_\_\_ (recommended DDP)
3. Terms of payment: \_\_\_\_\_ (bank check or bank transfer)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_