



T/16DDC/1FEME/ANT/COO/13-07-2018/001
Form PRO-05 Version 1.3

INTERNATIONAL CALL FOR TENDER- Instructions to bidders ACTED *Turkey*

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

PRODUCT SPECIFICATIONS:

1. Description: **External Project Evaluation**
2. Product class / category: **Consultancy services**
3. Made in (product origin): **International**
4. INCOTERM (delivery conditions): **Antakya, Turkey (Field visits will need to be conducted in NW Syria)**
5. Quantity/unit: **25 working days**

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: **Expected period of evaluation will commence 1st of August and end not later than 25th of August 2018 in ACTED's Antakya Office, Turkey. Offers that do not comply to the overall length and deadline of the assignment will be disqualified**
2. Validity of the offer: **3 months minimum**

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **26/07/2018 at 17:00 local time** in ACTED office at the following address : **Haraparası Mah. 119. Sok. No:20 Zehide İş Merkezi Antakya 31120 Hatay, Turkey.**
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. The offer to the call for tender will not result in the award of a contract and 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.
4. Unsealed envelope and late offers will not be considered.
5. 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."

SPECIFIC CONDITIONS:

1. The answers to this tender should include the following elements:
 - **Technical Offer (Envelope 1 out of 2)** must be clearly marked "**Technical Offer – not to be opened before 27/07/2018**", and include the following documentation;
 - The project proposal. Proposal should include the following elements;
 - CV(s) of the personnel deployed (including field team)
 - Organogram of the team structure
 - Sample from previous work (10-20 pages) from at least 2 separate projects

- Past experience including description of the project, area of intervention, and total budget
 - Technical Proposal including a detailed Methodology/Work plan
 - A completed, signed and stamped instructions to bidders, bidder's ethical declaration, bidder's questionnaire and Terms of Reference (Annex A) according to ACTED's format.
 - A copy of the legal representative Passport & ID and company registration document.
- **Financial Offer (Envelope 2 out of 2)** must be clearly marked "**Financial Offer – not to be opened before 28/07/2018**", and include the following documentation;
- Signed and stamped financial proposal
 - A signed and stamped instructions to bidders.
 - A copy of the legal representative ID and company registration document.
2. Accommodation in 3 star hotel and transportation in Turkey will be provided by ACTED. Other subsistence expenses (meals, sundry items, etc) and flights should be included in a proposal cost.
3. ACTED security guidelines will have to be stickly followed the whole consultancy in Turkey.

EXPERTISE REQUIREMENTS

1. Post graduate qualifications in Agriculture, Agronomy or related field;
2. At least 5 years' experience in conducting studies, collecting data and producing quality baseline/midterm/end line study reports, preferably for international non-governmental organizations or multilateral agencies;
3. Sectoral expertise and experience in agriculture and food security related projects;
4. Knowledge of the Syrian context and previous experience in the MENA region is a strong advantage;
5. Strong analytical skills and ability to clearly synthesize and present findings;
6. Good written and oral English essential;
7. Knowledge of Arabic an advantage.

EVALUATION CRITERIA:

- Technical proposal (70%)
 - Personnel deployed (CVs, Organogram) (20%)
 - Experience in similar projects (similarity to the project and covered area will be scored equally) (20%)
 - Context specificity /relevance of Methodology and work plan (20%)
 - Sample from previous work (10%)
- Financial proposal (30%)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____



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Financial Offer (Envelope 2 out of 2)



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OFFER FORM ACTED TURKEY

- **Financial proposal MUST be submitted in a separate envelope/file from the technical proposal.**
- **All scores will be calculated proportionally (the maximum number of scores will be awarded to a bidder providing the most of the experience/ the strongest proposal / most experienced staff / and/or best price. All other bidders will be scored proportionally).**

Date:

Tender N°: T/16DDC/1FEME/ANT/COO/13-07-2018/001

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.



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PLEASE FILL IN THE FOLLOWING TABLE CORRESPONDING TO EXTERNAL PROJECT EVALUATION (please refer to the Terms of Reference):

| Item # | Description | Bidder's comments | Number of consultants proposed by the bidder | Unit | Number of days | Number of days proposed by the bidder | Unit price (USD) | Total price (USD) |
|--------------|---|-------------------|--|---------|----------------|---------------------------------------|------------------|-------------------|
| 1 | Review of program activities, implementation policies and reporting mechanisms | | | Man-day | 3 | | | |
| 2 | Deliver and present Inception Report to all relative departments (Inception Report) | | | Man-day | 2 | | | |
| 3 | Collection of program data for analysis | | | Man-day | 10 | | | |
| 4 | Analysis of gaps, priorities and program performance (Draft Assessment Report) | | | Man-day | 3 | | | |
| 5 | Deliver Final Assessment Report and presentation to all relative departments (Final Assessment Report in English) | | | Man-day | 7 | | | |
| Other | Other fees not included above (flights, meals, visa fees, etc.) | | | | | | | |
| Total | | | | | | | USD | |

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____



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- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

- 1. Valid of the offer: _____ (recommended: 3 months or more)
- 2. Terms of delivery: _____
- 3. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

NB: in case of Request for Tender, please attach the service proposal to the present of