INTERNATIONAL CALL FOR TENDER

INSTRUCTIONS TO BIDDERS - ACTED Yemen

Date: 21-02-2019

Tender N°: T/15DJS/4E/NFK/PGM/SAN/21-02-2019/001

Subject of BID: Supply of NFI (Non-Food Items) and Kitchen kits – IBB

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

품질

1. Description: Supply of NFI (Non-Food Items) and Kitchen kits – IBB
2. Product class / category: NFI (Non-Food Items) and Kitchen kits
3. Made in (product origin): National or International
4. Product stage: Final and New – Ready to use
5. INCOTERM (delivery conditions): DDP INCOTERM 2010 – ACTED IBB Warehouse
6. Quantity/unit: As per below tables
7. Packaging requested: Adapted Packaging for Each Kit as per below tables

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Specifications &amp; product stage</th>
<th>Measuring Unit</th>
<th>Quantity</th>
<th>INCOTERMS/ Delivery point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Blanket Wrapped individually in plastic bag</td>
<td>Pcs</td>
<td>3235</td>
<td>DDP – TO/IN ACTED IBB WAREHOUSE</td>
</tr>
<tr>
<td>1.2</td>
<td>Mattress Wrapped individually in plastic bag</td>
<td>Pcs</td>
<td>3235</td>
<td>DDP – TO/IN ACTED IBB WAREHOUSE</td>
</tr>
<tr>
<td>1.3</td>
<td>Water Bucket</td>
<td>Pcs</td>
<td>998</td>
<td>DDP – TO/IN ACTED IBB WAREHOUSE</td>
</tr>
</tbody>
</table>
### Lot 2 – Kitchen kits

<table>
<thead>
<tr>
<th>2.1</th>
<th>7-liter aluminum cooking pot with lid</th>
<th>Pcs</th>
<th>499</th>
<th>DDP – TO/IN ACTED IBB WAREHOUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2</td>
<td>5-liter aluminum pot with lid</td>
<td>Pcs</td>
<td>499</td>
<td>DDP – TO/IN ACTED IBB WAREHOUSE</td>
</tr>
<tr>
<td>2.3</td>
<td>Deep stainless-steel plate</td>
<td>Pcs</td>
<td>2495</td>
<td>DDP – TO/IN ACTED IBB WAREHOUSE</td>
</tr>
<tr>
<td>2.4</td>
<td>Stainless steel cup</td>
<td>Pcs</td>
<td>2500</td>
<td>DDP – TO/IN ACTED IBB WAREHOUSE</td>
</tr>
<tr>
<td>2.5</td>
<td>Stainless steel table spoon</td>
<td>Pcs</td>
<td>2496</td>
<td>DDP – TO/IN ACTED IBB WAREHOUSE</td>
</tr>
<tr>
<td>2.6</td>
<td>Kitchen knife with stainless steel blade</td>
<td>Pcs</td>
<td>499</td>
<td>DDP – TO/IN ACTED IBB WAREHOUSE</td>
</tr>
<tr>
<td>2.7</td>
<td>Stainless steel serving spoon</td>
<td>Pcs</td>
<td>499</td>
<td>DDP – TO/IN ACTED IBB WAREHOUSE</td>
</tr>
</tbody>
</table>

### Packaging for One Kitchen Set

Composition: each kitchen set includes the following items:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 cooking pot, 7L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 cooking pot, 5L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 × plate, 0.75 L, metallic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 × Cup, 0.3 L, stainless steel or plastic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 × Spoon, table, 10 ml, stainless steel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 × knife, kitchen, 15cm, stainless steel blade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 × serving spoons, 35 ml, stainless steel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SPECIAL NOTES:

1. Prices for the above items must be quoted both with taxes and delivery fees included. Prices of the above items must include custom duties/taxes and transportation costs to the locations mentioned in each batch.
2. Prices must include the loading/unloading fees for items inside Ibb Warehouse.
3. Unit prices for the above-mentioned items shall be quoted.
4. Any changes or adjustments to the provided BOQs, specifications, or items must be clearly noted by the bidder in the “Bidder’s Specifications” column of the Offer Form.
5. In case of any calculation mistakes, the unit price will be considered.
6. Quantities are subjected to change +/- 20% without requesting revised offers.
7. Bidders can apply for one or more lots in this tender.
8. Bidders must bid for all items in one lot.

The answers to this tender should include the following elements:
- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- A sample of the product;
- A certificate of origin.

General Conditions:

1. The closing date of this tender is fixed on March 7th, 2019 at 2:00 PM (Yemen Time) in ACTED office at the following address: Sana‘a, Yemen, Haddah Street, beside the previously Germany Embassy.

2. Bidders are requested to fill in, sign, stamp and return all pages of the following documents, according to the provided ACTED formats:

Responsibilities of the Contractor:

1. Terms of delivery: DDP INCOTERM 2010 in ACTED IBB warehouse and according to the contract.
2. Date of delivery: 5 days from the contract signature.
3. Validity of the offer: Recommended 3 months or more.

The answers to this tender should include the following elements:
- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
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The answers to this tender should include the following elements:
- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- A sample of the product;
- A certificate of origin.
i. Instructions for Bidders;
ii. Offer Form;
iii. Bidders Questionnaire;
iv. Ethical Declaration;
v. Bidders Check-list;

3. Bidders must also attach the following legal documents: /
   - Copy of VALID ID of legal representative
   - Copy of VALID Company Tax ID
   - Copy of VALID Company Registration Certificate

4. Bidders must also attach proof of past experiences with at least 5 contracts in a similar field of activity (e.g. past deliveries of similar items) with local and/or international organizations and/or with ACTED.

5. All additional documents should be either in Arabic or English; Mandatory Documents should be in English; Certificates, official registrations, and identifications shall be submitted in Arabic or English.

6. All questions for BID documents should be directed to ACTED Yemen Logistics department at +967-716504730 between the hours of 8:00 and 16:00 Sunday through Thursday, up until 5th of March 3:00PM.

7. Bidders will fill, sign, stamp and return the Offer form according to ACTED’s format.

8. Bidders will sign, stamp and return all pages of the Product Specifications for which they apply.

9. The offer to the tender T/15DJS/4E/NFK/PGM/SAN/21-02-2019/001 will not result in the award of a contract.

10. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention “T/15DJS/4E/NFK/PGM/SAN/21-02-2019/001 - not to be opened before Thursday, March 7, 2019 at 2:00 PM” and the purpose of the offer outside surface of the envelope.

11. Unsealed envelope and late offers will not be considered.

12. 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.

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Bidders must quote prices in US DOLLARS (USD) to ACTED as the contract currency shall be in USD. Prices given by bidders will include delivery costs to reach ACTED warehouse in Ibb and including taxes.

**NOTE: ACTED adopts a zero-tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number [+967-716504730] and/or send an e-mail to transparency@acted.org.**

A technical analysis will be conducted by ACTED for the bidders’ selection based on these criteria detailed below and ranked in order of importance: A and B criteria will be the most important ones, C, D criteria will have the same importance.

For the technical analysis, ACTED will be responsible for selecting the bidders who meet the technical requirements. The technical analysis will be conducted through a sample of the bidders who meet the technical requirements.

**CONDITIONS – SELECTION CRITERIA**

A technical analysis will be conducted by ACTED for the bidders’ selection based on these criteria detailed below and ranked in order of importance: A and B criteria will be the most important ones, C, D criteria will have the same importance.

**QUALITY**

*Representing 35%*

Items quality will be one of the most important criteria for ACTED to select the bidder. Only offers offering good quality items will be selected. This analysis will be conducted through a samples technical check. Bidders will be pleased to bring samples which need to match with the specific description for each item listed above and each of them will be verified to decide whether bidders can be selected.

A sample of the selected items will be submitted to ACTED for verification. ACTED will verify the sample items received and ensure they meet the quality standards.

**PRICE**

*Representing 35%*

The price will be the second criterion to be considered by ACTED to select the most competitive supplier. Prices given by bidders will include delivery costs to reach ACTED warehouse in Ibb and including taxes. Bidders must quote prices in US DOLLARS (USD) to ACTED as the contract currency shall be in USD.

**SELECTION CRITERIA**

For the price analysis, ACTED will select the bidders who meet the price requirements. The price analysis will be conducted through a sample of the bidders who meet the price requirements.

A detailed description for each item listed above and each of them will be selected. This analysis will be conducted through a sample of the bidders who meet the price requirements.

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DELIVERY DEADLINE / STOCK CAPACITY 

Delivery schedule will be the third criteria. Bidders are pleased to give ACTED the specific delivery date needed to deliver these materials items to ACTED Ibb warehouse. This criterion also covers the bidder stock capacity as no shortage will be accepted and will become a contract breach reason.

EXPERIENCE representing 10%

Preference will be given to suppliers with at least 5 contracts of proof of previous experience with ACTED and/or similar type of procurement with local or international organizations.

FOR BIDDERS USE

I undersigned ______________________________, the Bidder, agree with the instructions and general conditions of this Call for Tender.

Company Name:

Authorized Representative Name:

Signature:

Stamp: