



T/17DOV/H92TMULTI/ANT/PRO/12-03-2019/1

Financial Offer

(Envelope / File 2 out of 2)

OFFER FORM ACTED Turkey

Date:

Tender N°: T/17DOV/H92MULTI/ANT/PRO/12-03-2019/1

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.

Important Note:

- **Financial offer 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 / best quality samples of the training materials available and/or best price. All other bidders will be scored proportionally).**

PLEASE FILL IN THE FOLLOWING TABLE:

LOT 1 (ANNEX B1) - B1 TURKISH LANGUAGE CLASSES

Item #	Description	Unit	Quantity	Budget line	Quantity proposed by the Bidder (if different)	Unit price (TRY) including taxes and VAT	Total price (TRY) including taxes and VAT
1	Human resources						
1.1	Turkish teacher 1	Per Hour	320	H92TLT			
1.2	Turkish teacher 2	Per Hour	320	H92TLT			
1.3	Turkish teacher 3	Per Hour	320	H92TLT			
1.4	Turkish teacher 4	Per Hour	320	H92TLT			
1.5	Turkish teacher 5	Per Hour	320	H92TLT			
1.6	Turkish teacher 6	Per Hour	320	H92TLT			
1.7	Turkish teacher 7	Per Hour	320	H92TLT			
1.8	Turkish teacher 8	Per Hour	320	H92TLT			
1.9	Translators (Turkish – Arabic – Turkish) 1	Per Hour	320	H92TLT			
1.10	Translators (Turkish – Arabic – Turkish) 2	Per Hour	320	H92TLT			
1.11	Translators (Turkish – Arabic – Turkish) 3	Per Hour	320	H92TLT			
1.12	Translators (Turkish – Arabic – Turkish) 4	Per Hour	320	H92TLT			
1.13	Translators (Turkish – Arabic – Turkish) 5	Per Hour	320	H92TLT			
1.14	Translators (Turkish – Arabic – Turkish) 6	Per Hour	320	H92TLT			
1.15	Translators (Turkish – Arabic – Turkish) 7	Per Hour	320	H92TLT			
1.16	Translators (Turkish – Arabic – Turkish) 8	Per Hour	320	H92TLT			
1.17	Project Manager	Per Hour	640	H92TLT			
1.18	Project Assistant	Per Hour	640	H92TLT			

Bidder's comments							
2	Training materials						
2.1	Turkish module B1 (foet code: 222)	Module	1	H92TLT			
2.2	Printing Turkish module B1 (foet code: 222)	Pcs	200	H92TLT			
2.3	Stationnaries (pen(1 pcs), pencil(1 pcs), rubber(1 pcs), sharpener(1 pcs) and note book (1 pcs))	Set	200	H92TLT			
2.4	Certificates	Pcs	200	H92TLT			
Bidder's comments							
3	Admin costs						
3.1	Insurance fees	Lump Sum	1	H92TLT			
3.2	Transportation fees	Lump Sum	1	H92TLT			
3.3	Renting space (there should be enough rooms/place to contain 200 person in line with shifts)	Months	4	H92TLT			
3.4	Childcare Support (a separate room designed to entertain children, including childcare worker(Arabic translator will be required if Childcare worker doesn't have Arabic Language skills) and basic toys-During the course hours)	Lump Sum	1	H92CHS			
3.5	Refreshment for the training day (tea, coffee, water and snack (sandwiches and cookies) for each trainee in the Certificate	Lump Sum	1	H92TLT			



	Ceremony						
3.6	Audit	Lump Sum	1	H92TLT			
3.7	Others (specify)	Lump Sum	1	H92TLT			
Bidder's comments							
TOTAL PRICE IN TRY							

NOTES:

- IN THE TRAINING CENTER, THERE SHOULD BE ENOUGH ROOMS/PLACE TO CONTAIN 200 PERSONS IN LINE WITH SHIFTS (4 CLASSROOMS WITH 25 STUDENTS CAPACITY).
- TRAINING SHOULD LAST 80 WORKING DAYS WITH 8 HOURS OF CLASSES PER DAY,
- THERE SHOULD BE TWO SHIFT PER DAY FOR THE CLASSES:
 - MORNING SHIFT: 8H30 – 10H30 AND 11H00 – 13H00
 - AFTERNOON SHIFT: 14H00 – 16H00 AND 16H30 – 18H30
- TOTAL NUMBER OF STUDENTS WILL BE 200, WITH 100 STUDENTS PER SHIFT
- THE SERVICE PROVIDER MUST PROVIDE AT LEAST 1 COMPUTER AND 1 PROJECTOR, FOR EACH CLASSROOM (TO BE USED BY TEACHERS)
- ALL OTHERS FURNITURE/EQUIPMENT (PROJECTORS, WHITE BOARDS, ETC.) AND COSTS SHOULD BE PROVIDED BY THE SERVICE COMPANY
- THE SERVICE PROVIDER MUST ENSURE SUFFICIENT WATER AND CUPS DURING THE TRAININGS.
- THE SERVICE PROVIDER WILL ORGANIZE A CERTIFICATE CEREMONY AT THE END OF THE TRAINING.

BIDDER'S COMMENTS/REMARKS:

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



ACTED

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5. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the service

BIDDER'S TERMS AND CONDITIONS:

1. Validity 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: _____

NOTE: In the case of any contradictions related to the Turkish version of tender documents, the English version is based.