

INTERNATIONAL CALL FOR TENDER
INSTRUCTION TO BIDDERS
ACTED TAJIKISTAN

Date/ Дата: 07.03.2019

Tender / Тендер N°: T/03DOE/39E/L0/Dushanbe/07-03-2019/01

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

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------|---------------------------------------------------------------------------|
| 1. Description: | Short term Consultancy for Disaster Risk Reduction / Watershed Management |
| 2. Product class / category: | Consultancy services |
| 3. Made in (product origin): | National/International |
| 4. Product stage: | Ready to use |
| 5. Quantity/unit: | 20 man-days |

RESPONSIBILITIES OF THE CONTRACTOR:

- | | |
|---------------------------|-----------------------------------------------------------------------------------------|
| 1. Terms of delivery: | Specified in the terms of reference attached, deadlines depending on contract signature |
| 2. Validity of the offer: | 6 months minimum (recommended) |

The answers to this tender should include the following elements:

- A written offer form as per ACTED template attached including all the service specifications, the price per man-day and any additional price, and total price; any change to the proposed methodology should be extensively developed in a separate document if applicable.
- A bidder questionnaire as per ACTED template attached, filled in and signed
- The bidder resume(s) and ID(s); in case several consultants are proposed, all resumes and IDs shall be submitted with the application.
- The attached ethical declaration filled in and signed.
- The bidder's checklist filled in and signed.
- The attached instructions to bidders, and terms of reference signed on all pages.
- A preliminary methodology for the conduction of the tasks and deliverables.
- Proof of past performance, if applicable.
- Company registration licence, if applicable.

SPECIFIC CONDITIONS:

1. ACTED security guidelines will have to be strictly followed up during the whole consultancy in Tajikistan.
2. The consultant shall subscribe a professional civil liability insurance valid in Tajikistan, as well as a repatriation insurance, if applicable. Therefore, the copy of both insurances have to be submitted along with their offer, if applicable.
3. Accomodation and transportation will be provided by ACTED (shall not be included in the financial offer if applicable).

GENERAL CONDITIONS:

1. The closing date of this tender is fixed on 21/03/2019 at 18.00 in ACTED office at the following address:
Dostoevsky str., 7, Dushanbe
Tenderers who will present their offer at ACTED bases other than *Dushanbe office* must take into consideration the transport time from the local base to *Dushanbe office*.
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Product Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "not to be opened before - 22.03.2019 "T/03DOE/39E/L0/Dushanbe/07-03-2019/01".
6. Unsealed envelope and late offers will not be considered.
7. 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.

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 send an e-mail to transparency@acted.org.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____