

NATIONAL CALL FOR TENDER
Instructions to bidders
ACTED Tunisia/Libya

Date: 21/03/2019

Tender N°: T/14DFR/G9/LIN/WEB/BEN/TUN/21032019/001

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

PRODUCT SPECIFICATIONS:

- Description:** *Design and maintain an online platforms (Website and Platform) for maximizing cooperation and knowledge sharing among CSOs in the target municipalities. The online platform must be accessible to CSOs operating in all the target municipalities for knowledge sharing according to the requirements specified in the key deliverables.*
- Category:** Services
- Nationality:** Libyan
- Duration:** From now on up to February 2020

* Lot #	Description of services	Location	Details of services
1	Online Resource Civil Society Website and Mobile Application Development	Libya	As per TORs

RESPONSIBILITIES OF THE CONTRACTOR:

- Terms of delivery: Nation wide
- Expected date of Signature: March-April 2019
- Validity of the offer: 6 months recommended (*Validity of the offer : 6 months (the offer must be valid for 6 months till the selection is done and at the date of the contract's signature. Hereby, the bidder is informed the prices indicated in the offer will be valid for 12 months since the date of the contract signature)*)

The answers to this tender should include the following elements:

- A written quotation including all the product specifications – the service provider can provide other specifications on separate documentation **ONLY**;
- All the requested bidding documentation included in the bidders' checklist – service provider is responsible for submitting a comprehensive bid;
- Signed and stamped TORS;
- Curriculum Vitae;
- Registration documentation of the company or of the civil society organisation;
- A copy of the ID of the legal representative;
- Quotes should be **in English and in USD (primary currency) LYD or EUR (secondary currency) and exclusive and inclusive of detailed VAT.**

GENERAL CONDITIONS:

- The **closing date** of this tender is fixed on **31/03/2019 [31st March 2019]** at 6:00PM in ACTED office at the following address :

Immeuble Nour, Rue du Corail – Office A1-1, 1st floor, Les berges du Lac 2 –Tunis

2. Tenderers who will present their offer at ACTED bases other than [Tunis office](#) must take into consideration the transport time from the local base to Tunis Office.
3. The Bidding Documents (in [English](#)) may be collected free of charge by all interested bidders at the following address(es):
 - ACTED Capital Office: Immeuble Nour, Rue du Corail – Office A1-1, 1st floor, 1053- Les berges du Lac 2 – Tunis
 - ACTED Area office in Benghazi: 75 JAMAL ABDULNASSER ST, AL ZAYTOUN, BENGHAZI, LIBYA
 - ACTED Area office in Tripoli: Wesaayat Al Baderi Ansar Street Tripoli LIBYA

If so, the tenderer should sign the bidder submission form before leaving ACTED Office and the day of its submission

4. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
5. Tenderers will sign and return all pages of the Services Specifications for which they apply.
6. **The offer to the call for tender will not result in the award of a contract.**
7. A tender opening session will take place on the [02/04/2019 at 6:00PM](#) in the ACTED representative office in [Tunisia](#). The presence of bidders' representative is allowed. For all inquiries regarding this tender, please contact the ACTED representative office in [Tunisia](#) not later than [30/03/2019 at 12:00AM](#) by E-mail at libya.tender@acted.org, Cc tender@acted.org
8. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "not to be opened before the **31/03/2019**" and the purpose of the offer: [T/14DFR/G9/LIN/WEB/BEN/TUN/21032019/001](#) or via email at libya.tender@acted.org and Cc tender@acted.org.
9. Unsealed envelope and late offers will not be considered.
10. 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: _____