Date/Дата: 04.04.2019


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

ACTED просит посредством настоящего тендерного предложения компанию предоставить подробное письменное предложение на поставку следующей продукции

**PRODUCT SPECIFICATIONS:**

1. Description: irrigation materials
2. Product class / category: Goods
3. Made in (product origin): International
4. Product stage: New
5. INCOTERM (delivery conditions): DDP villages in Ayni and Kuhistoni Mastchod districts
6. Quantity/unit: see the Offer Form

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: DDP in Ayni villages and Kuhistoni Mastchod districts
2. Date of delivery: 10 May 2019
3. Validity of the offer: 6 months recommended

**Ответственность Подрядчика:**

1. Условия поставки: DDP Кишлаки в р-нах Айни и Кухистони Мастчох
2. Дата поставки: 10 мая 2019
3. Срок действия предложения: 6 месяцев

The answers to this tender should include the following elements:

- The attached Offer Form template filled in, signed and stamped on all pages including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- The present Instructions to bidders signed and stamped on all pages;
- The attached Bidder’s Questionnaire, Checklist and Ethical Declaration filled in, signed and stamped on all pages;
- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- A sample of the products;
- A certificate of origin of the products;
- Proofs of past performances;
✓ A copy of the ID of a legal representatives;
✓ A copy of the company registration licence.

GENERAL CONDITIONS:

1. The closing date of this tender is fixed on 11/04/2019 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 - 12/04/2019” “T/03CQK/60R/A20-A21-A22-A23-A25-C8/Dushanbe/28-03-2019/01”.
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.

Примечание: ACTED применяет подход с нулевой терпимостью к коррупции и стремится уважать самые высокие стандарты с точки зрения эффективности, ответственности и прозрачности в своей деятельности. В частности, ACTED принял подход, основанный на участии, для продвижения и обеспечения транспарентности в рамках организации, и создал специальный координатор по вопросам транспарентности (группа прозрачности, контролируемый директором по аудиту и прозрачности) по специальному адресу электронной почты. Таким образом, если вы являетесь свидетелем или подозреваете какое-либо незаконное, ненадлежащее или незтичное действие или деловую практику (например, вымогательство, принятие или попытка предоставить или принятие любого отдачи) во время процесса торгов, просим присылать на электронную почту transparency@acted.org.

Name of Bidder’s Authorized Representative/
Ф.И.О. уполномоченного представителя участника торгов: ______________________

Authorized signature and stamp/
Подпись уполномоченного лица и печать: ______________________

Date/
Дата: ______________________

transparency@acted.org