



ACTED



Federal Foreign Office



KINGDOM OF BELGIUM
Federal Public Service
Foreign Affairs,
Foreign Trade and
Development Cooperation

T/75DLP/G11/MEC/ILI/16-04-2019/001

OFFER FORM ACTED PHILIPPINES

Date: _____ (date to be indicated by the bidder)

Tender N°: T/75DLP/G11/MEC/ILI/16-04-2019/001

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.



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PLEASE FILL IN THE FOLLOWING TABLE CORRESPONDING TO Consultancy services for Consultancy for Mediation and Social Cohesion Experts Training Consultant for the project in Marawi City, Lanao Del Sur, Philippines (please see the terms of reference attached)

Note: Please includes to your offer for each services listed below, all your charges incur for communication, training materials & training teams that would be part of the package for each Services.

Item #	Description	Bidder's comments	Unit	Quantity	Bidder's quantity proposed	Unit price (PHP) with applicable taxes	Total price (PHP) with applicable taxes
1	<p>Service 1: Training Design: Technical proposal (Mandatory, free format), including methodology on how you will approach and complete the assignment.</p> <ul style="list-style-type: none"> ➤ Produce a training design on conflict prevention/management, development/enhancement of barangay plans and creation of conflict early warning system along with the ACTED project team. The training design must include the process and methodologies on how the training will be conducted ➤ Conduct training and supervision of stakeholders, staff and volunteer in the development of a Community - Based Early Warning System in the seven (7) target barangays. ➤ Arrange schedules of training with the target participants along with ACTED staff. 		Lumpsum	Max. of 10 days preparation for the training design after the signing of contract.			



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2	<p>Service 2: Actual conduct of the training</p> <ul style="list-style-type: none"> ➤ Conduct the training to the seven (7) barangays covered by the project. 		Lumpsum	7 trainings for 7 barangays			
3	<p>Service 3: Preparation and Post Visit</p> <ul style="list-style-type: none"> ➤ Conduct visits to the seven (7) target barangays for the preparation of the training. Post visits is also required to follow up the output required. <p><i>ACTED will only provide transportation during the barangay visits. ACTED is not responsible for the accommodation and transportation of the consultant incurred while reporting to ACTED management and during the actual conduct of the training.</i></p>		Lumpsum	total of 28 visits for 7 barangays (4 visits per barangay)			

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____



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10. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

Expected Output	Completion Day/s Requirement
1 Training Design	10 days after the signing of contract
Completed seven (7) trainings covering the seven (7) target barangays of a maximum 210 participants	21 days
seven (7) copies of process documentations including qualified and validated photos from the start to the end of the project/engagement.	7 days after the trainings are completed
Conduct 28 visits to the target barangays	28 days

BIDDER'S TERMS AND CONDITIONS:

1. Valid 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: _____