

**NATIONAL CALL FOR TENDER  
INSTRUCTIONS TO BIDDERS  
ACTED LIBYA**

Date: 21/06/2019

Tender N°: T/14DPE/H94CSO/BEN/PROGRAMS/21062019/001

ACTED is requesting through this tender a consultant to provide detailed written offers for the supply of the following services:

**PRODUCT SPECIFICATIONS:**

- |                              |  |
|------------------------------|--|
| 1. Description:              | Trainer for ACTED Capacity Building Project for civil society organisations working with vulnerable population |
| 2. Service class / category: | Consultancy services   |
| 3. Quantity/unit;            | One (1) training of 5 days with report and follow-up.  |
| 4. Location                  | Benghazi   |

**RESPONSIBILITIES OF THE CONTRACTOR:**

Date of delivery for: The trainer will be required to commit 10 days for the actual training that will be conducted and the month before that to design the training tools. In addition, it will require one official follow-up session with each civil society organisation in the second half of the year to monitor the progress of the organisation members that were trained.

Validity of the offer: Recommended: 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 offer including all the consultancy specifications, the deliverable and price per deliverable,
- A copy of Professional CVs,
- Professional References,
- Quotes should be inclusive of detailed VAT,
- Bidders questionnaire for Rehabilitation works (including Sanitation & Electrical) **(Compulsory)**;
- An ID copy of legal representative of the company **(Compulsory)**;
- Signed copy of TOR **(Compulsory)**;
- Proofs of past performances (including example contracts or other evidence of performance) in a similar field of activity.

**GENERAL CONDITIONS:**

1. The **closing date** of this request for quotation/tender is fixed on **04/07/2019 at 12:00 AM** local libya time in ACTED office at the following address :

ACTED Tunis Office, rue du Corail , Appartement A1-1 , Les Berges du Lac 2 , Tunis  
Or ACTED Libya Office: Jamal Abdunnasser St, Al Zaytoun, Benghazi, Libya

Or emailed to

If you have any question regarding the offer, please contact -[libya.tender@acted.org](mailto:libya.tender@acted.org) and CC [tender@acted.org](mailto:tender@acted.org) [libyacsoapplication@acted.org](mailto:libyacsoapplication@acted.org) before submitting your offer.

1. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
2. Tenderers will sign and return all pages of the Consultancy Specifications for which they apply.
3. The offer to the call for tender will not result in the award of a contract.
4. The offer must be submitted to ACTED Logistics department in a sealed envelope stamped and signed by the company and indicating the tender title, date, and time of submission. The envelope must bear the mention "T/14DPE/H94CSO/BEN/Programs/21062019/001 not to be opened before **05/07/2019** and the purpose of the offer – Trainer Capacity Building".
5. The offers must be submitted in English and prices must be expressed in **LYD**.
6. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, ToRs, Ethical declaration and bidders checklist) have to be signed stamped by the bidder.
7. Unsealed envelope and late offers will not be considered.
8. 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, contractors' data shall be automatically processed.

#### **SPECIFIC CONDITIONS:**

The answers to this tender should include the following elements.

1. Team: Concise CV of each of the consultant/s on the team highlighting relevant qualifications.
2. Past project experience: Information provided for each relevant past project shall include a summary sheet (highlighting the client, description of the project, location of project, role of the company, project status-completed or ongoing). All documents shall be provided in English (except completion certificates if not available in English) or for other documentation only available in Arabic.
3. Methodology: Methodology proposed per deliverable.
4. Costing of the service according to each of the deliverables
5. The attached terms of reference signed.
6. Any relevant certifications the company or freelancer might have.
7. Any other documents relevant to the TOR.

*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](mailto:transparency@acted.org).*

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_



**ACTED**

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Date: \_\_\_\_\_