

**NATIONAL CALL FOR TENDER**  
**Instructions to bidders**  
**ACTED Libya**

Date: 10/06/2019

Tender N°: T/14DPE/H94/QIP/BENGHAZI/OFFEQT/PRG/10062019/003

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

تطلب منظمة أكتد، عبر هذه المناقصة، من شركة ما تقديم عرض أسعار كتابي مفصل لتزويد المنتجات التالية:

**PRODUCT SPECIFICATIONS مواصفات المنتج:****Description:**

- (1) Bodrisa School – Benghazi, Libya
- (2) Lathama Health Unit – Benghazi, Libya
- (3) Al Jadeeda Clinic, El Lithi – Benghazi, Libya
- (4) Bu Atni Health Unit – Buatni, Benghazi, Libya

Lot#	Description	INCOTERMS/Delivery point	Category	Delivery deadline
1	Office Equipments and Installation – Bodrisa School	DDP Benghazi, Benghazi, Libya,	Supply / Works / Installations	Refer to instructions in bidders' documents
2	Office Equipments and Installation – Lathama Health Unit	DDP Benghazi, Benghazi, Libya	Supply / Works / Installations	Refer to instructions in bidders' documents
3	Office Equipments and Installation – Al Jadeeda Clinic	DDP Benghazi, Benghazi, Libya	Supply / Works / Installations	Refer to instructions in bidders' documents
4	Office Equipments and Installation – Bu Atni Health Unit	DDP Benghazi, Benghazi, Libya	Supply / Works / Installations	Refer to instructions in bidders' documents

*Suppliers can bid for one or several lots. If the supplier answers only to one lot, this supplier will be considered as eligible for the tender.*

Product class / category: Supply / Works / Installations

Made in (product origin): Various

Product stage: New

INCOTERM (delivery conditions): DDP , Benghazi, as per place of work

Quantity/unit: Please refer to Offer Form (PRO-06)

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: DDP , Benghazi
2. Date of delivery: Between **05/07/2019** and **25/07/2019**
3. Validity of the offer: 6 months recommended (for selection and contract's signature).

The answers to this tender should include the following elements:

- A written quotation (PRO 06) including all the product specifications, the price per unit, quantity proposed and unit, and total price (**Compulsory**);
- The Bidders questionnaire should be signed and stamped by the supplier (**compulsory**);
- Instructions to Bidders must be attached, filled, signed and stamped by the supplier (**compulsory**);
- Bidder's Ethical Declaration must be attached, filled, signed and stamped by the supplier (**compulsory**);
- Bidders will fill, sign, stamp and return the Bidders questionnaire for Office Equipment (**Compulsory**);
- The technical specification of all electronical items. (**Compulsory**) additionally to their certificate of origin (**Compulsory**). Supplier should be able to show sample for each items part of their bid.
- An ID copy of legal representative of the company (**Compulsory**);
- Bidders shall furnish a copy of valid operating license/certificate of registration valid for the fiscal year (2019) (**Compulsory**);

#### **SPECIFIC CONDITIONS:**

1. The bidders can bid either for 1, 2, 3 and/or 4 lots. Offers will be considered as long as they have the compulsory documentation as requested in the tender and the capacities (human, financial and infrastructure) to carry on the supply and delivery of equipments.
2. Any questions should be sent to [libya.tender@acted.org](mailto:libya.tender@acted.org) and CC [tender@acted.org](mailto:tender@acted.org) before **23/06/2019 at 12:00AM**.
3. The offer will be submitted in English and in Libyan Dinars **or** USD all cost included (including delivery and installation) and taxes included.
  - a. Bidders shall comply with all valid Government legal Documentation and adhere to Regulations to operate in Libya such as being regular tax payer to offer such goods and services as specified in the tender
4. An entity established in Libya is considered tax resident in Libya.
  - a. Any Income generated in Libya from work performed therein should be subject to income tax in Libya.
  - b. The supplier will have the obligation to provide Tax information, including handling the preparation, filing, and stamping of federal, state, or national body on the invoice of the performed service/work.
5. Quantities may be subject to change – depending on ACTED's needs.
6. Any bid with missing required documents will be automatically rejected.
7. ACTED Libya reserves the right to select one or several providers to sign contracts for each batches.
8. The Bidders can bid for one or several lots, they will still be considered as eligible – in USD and/or LYD. The Bidders can bid for one or two options regarding the currency preference.

#### **GENERAL CONDITIONS:**

1. The **closing date** of this request for quotation/tender is fixed on **24/06/2019 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 Abdalnasser St, Al Zaytoun, Benghazi, Libya

**Or** emailed to

[libya.tender@acted.org](mailto:libya.tender@acted.org) and CC [tender@acted.org](mailto:tender@acted.org)

Bidders who will present their offer at ACTED bases in Tunis or Benghazi must take into consideration the transport time to [ACTED Offices](#).

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. Any request for field visits should be sent to [libya.tender@acted.org](mailto:libya.tender@acted.org) and CC [tender@acted.org](mailto:tender@acted.org) Cc no later than 20/06/2019 – Accompanied with ACTED Benghazi Engineer. (Field visit stopping on the 21<sup>st</sup>)
6. Bidders will sign and return all pages of the product specifications for which they apply.
7. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention “T/14DPE/H94/QIP/BENGHAZI/OFFEQT/PRG/10062019/003 - not to be opened before 25/06/2019 at 10AM” in the ACTED representative office in [Tunisia](#). If sent by email, purpose of the offer should be stipulated in the title.
8. Unsealed envelope and/or late offers will not be considered.
9. 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](mailto:transparency@acted.org).*

Company Name / إسم الشركة: \_\_\_\_\_

Authorized Representative Name / إسم الشخص المخول: \_\_\_\_\_

Signature / التوقيع: \_\_\_\_\_

Stamp / ختم: \_\_\_\_\_