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:

.product specifications:

<table>
<thead>
<tr>
<th>Lot#</th>
<th>Description</th>
<th>INCOTERMS/Delivery point</th>
<th>Category</th>
<th>Delivery deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office Equipments and Installation – Bodrisa School</td>
<td>DDP Benghazi, Benghazi, Libya</td>
<td>Supply / Works / Installations</td>
<td>Refer to instructions in bidders’ documents</td>
</tr>
<tr>
<td>2</td>
<td>Office Equipments and Installation – Lathamah Health Unit</td>
<td>DDP Benghazi, Benghazi, Libya</td>
<td>Supply / Works / Installations</td>
<td>Refer to instructions in bidders’ documents</td>
</tr>
<tr>
<td>3</td>
<td>Office Equipments and Installation – Al Jadeeda Clinic</td>
<td>DDP Bengazi, Bengazi, Libya</td>
<td>Supply / Works / Installations</td>
<td>Refer to instructions in bidders’ documents</td>
</tr>
<tr>
<td>4</td>
<td>Office Equipments and Installation – Bu Atni Health Unit</td>
<td>DDP Bengazi, Bengazi, Libya</td>
<td>Supply / Works / Installations</td>
<td>Refer to instructions in bidders’ documents</td>
</tr>
</tbody>
</table>

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, Bengazi, as per place of work
Quantity/unit: Please refer to Offer Form (PRO-06)

Responsibilities of the Contractor:
1. Terms of delivery: DDP, Bengazi
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 and CC 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 Abdulnasser St, Al Zaytoun, Benghazi, Libya
   Or emailed to libya.tender@acted.org and CC 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 and CC tender@acted.org by no later than 20/06/2019 – Accompanied with ACTED Benghazi Engineer. (Field visit stopping on the 21st)
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/10062019/00 - 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 tittle.
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.

Company Name / إسم الشركة: __________________________
Authorized Representative Name / إسم الشخص المخول: __________________________
Signature / التوقيع: __________________________
Stamp / ختم: __________________________