

NATIONAL CALL FOR TENDER
Instructions to bidders
ACTED Libya

Date: 10/06/2019

Tender N°: T/14DPE/H94/QIP/SEBHA/PRG/10062019/002

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) Rehabilitation works for Al Karama School - Taiouri street – Sebha

Lot #	Description الوصف	INCOTERMS/ Delivery point المصطلحات التجارية/ نقطة التسليم	Category	Delivery deadline الموعد النهائي لتسليم العرض
1	Rehabilitation works for Al Karama School - Taiouri street – Sebha, Sebha, Libya. Field visit possible - ACTED Staff – 11th June to 19th June 2019 – Accompanied with ACTED Sebha Engineer and Logistics.	DDP Sebha, Sebha, Libya	Supply / Works / Installations	Refer to instructions in bidders' documents

Product class / category: Supply / Works / Installations

Made in (product origin): Various

Product stage: New

INCOTERM (delivery conditions): DDP , Sebha, Al Karama School - Taiouri street – Sebha

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

It is the intent of this national call for tender to secure competitive offers that will result in the selection of a contractor to undertake the renovation and rehabilitation works for at Sebha, Al Karama School - Taiouri street – Sebha

All eligible Suppliers and Vendors that are qualified and are technically competent for the supply of the goods and services in the BOQ are invited to submit their offers.

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: DDP , Sebha, Al Karama School - Taiouri street – Sebha
2. Date of delivery: Work starting date: **24/06/2019** // Work ending date: **20/07/2019**

3. Validity of the offer: 6 months recommended (*The offer must be valid for 6 months till the selection is done and at the date of the 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**);
- 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 Offer form (PRO-06) according to ACTED's format as well as the Bidders questionnaire for Rehabilitation works (including Sanitation & Electrical) (**Compulsory**);
- 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**);
- Proofs of past performances (including example contracts or other evidence of performance) in a similar field of activity (e.g. distribution of cash, hand-to-hand, in field setting) are provided (compulsory)

SPECIFIC CONDITIONS:

1. Any questions should be sent to libya.tender@acted.org and CC tender@acted.org
2. Any request for field visits should be sent to libya.tender@acted.org and CC sebha.logistics@acted.org
No later than **15/06/2019 at 15:00PM**
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. The Bidders can bid for one or two options regarding the currency preference.
8. **EVALUATION AND COMPARISON OF BIDS (FOR INFORMATION)**

<i>Delivery terms</i>	Referred as the most advantageous delivery schedule.	15%
<i>Payment terms</i>	Bidder providing the most favorable terms of payment.	10%
<i>Availability</i>	Readiness for immediate activities	10%
<i>Technical</i>	Technical adherence to requirements for the goods/services supplied.	30%
<i>Past experience</i>	Bidders ability to demonstrate relevant experience and technical knowledge of the goods and services required.	10%
<i>Financial proposal</i>	Price examination	25%
		100%

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **18/06/2019 at 13:00 PM** 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
ACTED Sebha Office: contact Mr. Dawoud Amid, Logistics Officer – sebha.logistics@acted.org before stopping by the office.

Or via email to libya.tender@acted.org and CC tender@acted.org

Bidders who will present their offer at ACTED bases in Tunisia must take into consideration the transport time to **ACTED Tunis**. Request for Quotation/Offer documentation will be centralised at ACTED Tunis.

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 purchasing department in a sealed envelope with the mention "T/14DPE/H94/QIP/SEBHA/PRG/31052019/002 - not to be opened before **19/06/2019 at 10AM**" Tunis Offices additionally and the "purpose of the offer" or send by email at : libya.tender@acted.org or tender@acted.org. CC
6. Unsealed envelope and/or 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.

Company Name / إسم الشركة : _____

Authorized Representative Name / إسم الشخص المخول : _____

Signature / التوقيع : _____

Stamp / ختم : _____