

## NATIONAL CALL FOR TENDER ACTED Opt

### Part A – Instructions to bidders

Date: 16/07/2019

Tender N°: T/12DSF/I62/NFI/Gaza/16-07-2019

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

**PRODUCT SPECIFICATIONS:**

1. Description: See the table below :

Lot	Description	Qty	Unit	INCOTERMS/Delivery Point	Delivery Deadline
1	Sealing off kits and washing sets	See details in Offer Form		3 locations in Rafah	Withing 21 calendar days from signing the contract
2	Bedding sets			3 locations in Rafah	
3	Hygiene and cleaning kit			3 locations in Rafah	
4	Family Dignity Kit			3 locations in Rafah	

2. Product class / category: Non-food items.
3. Made in (product origin): National / international.
4. Product stage: Finished products
5. Packaging requested: Lot 1,2 & 4 will be distributed based on needs.  
Lot 3: to be packaged separately (Group A & B) as detailed below:

No.	Items	Unit	Number of unit per kit	Total quantity
<b>Group A</b>				
1	Absorbent cloth towel	(40x70cm) & (120x80cm)	2	2 706
2	Toothbrush for adult	Piece	4	5 412
3	Toothpaste	100 ml	2	2 706
4	Toothbrush for children	Piece	2	2 706
5	Toothbrush for baby	Piece	1	1 353
6	Cotton wool absorbent	bag=70gm	1	1 353
7	Skin cream	piece	1	1 353
8	Towels paper (Toilet)	Roll	4	5 412
9	Towels paper (hand drying)	piece	1	1 353
10	Toilet soap	piece	4	5 412
11	Women hygienic sanitary	box	2	2 706
12	Shampoo	Piece/ 700ml	1	1 353
13	Classic brush	piece	2	2 706
14	Disposable plastic razor blade	piece	5	6 765

15	Detergent powder	piece	2	2 706
16	Skin Washing hard sponge/shower loaf	piece	2	2 706
17	Anti-lice	piece	1	1 353
<b>Group B</b>				
18	Disinfection solution for cleaning	piece	1	1 353
19	High-quality detergent	piece	1	1 353
20	Hypochlorite solution	piece	1	1 353
21	Woody broom +woody stick	piece	1	1 353
22	Floor mop+woody stick	piece	1	1 353

Packaging should be inside high-quality strong cartoon box, with the following specifications:

- ✓ The cartoon should consist of 5 thick layers,
- ✓ The box must have enough capacity to include all required quantities per kit.
- ✓ ACTED and donor logos, as well as the project name, should be high quality printed and stickered on the box.
- ✓ The cartoon box and sticker must have prior approval from ACTED.

**Bidders can apply for one lot or more.**

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: To be delivered in 3 locations at Rafah City
2. Date of delivery: Within 21 calendar days after signing the contract.
3. Validity of the offer: Recommended 3 months

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- A sample of the product;
- A certificate of origin.
- The ID of the legal representative of the company.

**GENERAL CONDITIONS:**

1. The **closing date** is on **31/07/2019 at 01:30 PM**, all documents to be submitted to ACTED office at the following address : **Gaza city – seaport area, Haboosh Street, Hijji Building- 4th Floor.**
2. Bidders can apply for one lot or more, depending on their ability and legal registration.
3. Tenderers will fill, sign, stamp and return part A (instruction to bidders), part B (Offer form), part C (bidder's questionnaire), part D (Ethical declaration & checklist) and part E (Particular conditions) according to ACTED's formats.
4. Tenderers will sign and return all pages of the Product Specifications for which they apply.
5. Bidders must have a bank account at an authorized bank from the Palestinian Monetary Authority.
6. **All prices should be in USD, as it shall exclude VAT.**
7. The offer to the call for tender will not result in the award of a contract.
8. The offer must be submitted to ACTED logistics department in a sealed envelope with the mention **"T/12DSF/I62-NFI/Gaza/16-07-2019, not to be opened before 31/07/2019"**.

9. Unsealed envelope and late offers will not be considered.
10. Eligible companies should be able to provide ACTED with Zero VAT invoice and a non-deduction from the source.
11. ACTED has the right to cancel, postpone, or extend the tender.
12. ACTED has the right to increase or decrease the tender total quantities by 25%.
13. ACTED has the right to split out the tender between two or more suppliers.
14. Eligible companies need to provide a bank guarantee or bank cheque of 10,000.00 USD for tender entry, valid for 90 days starting from the tender closing date, where personal cheques or cash will not be accepted.
15. All Kits should be delivered within 21 calendar days after the contract signature.
16. Fees of tender advertising in newspapers and websites will be charged to the winner bidder.
17. 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 contact the following e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: