

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

Date: 12/08/2019

Tender N°: T/64DTF/D25/NLW/KY/12082019/1

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

PRODUCT SPECIFICATIONS:

1. Description: Event Organization in Kyiv
“Inception workshop on reducing industrial/ecological disaster risk vulnerability in Eastern Ukraine”
2. Product class / category: Accommodation/ Conference/ Translation services
3. Made in (product origin): National

Lot #	Description of services	Details of the service	Date and time of the event	Comments
1	Conference venue for 100 people for 1 day In Kyiv	The venue should include: 1 large plenary hall able to accommodate up to 100 people; 3 smaller rooms (or the ability to divide the plenary hall in 3 smaller rooms) for afternoon workshop/group sessions 1 Lunch and 2 coffee breaks for up to 100 people	<u>Date</u> : Tentatively on/around October 16, 2019 <u>Hour</u> : 8:30-18:30	<i>Considering the topic of the event, if possible, the venue should be located in a renovated former industrial zone adapted to host conferences.</i>
2	Simultaneous translation services and equipment in Kyiv	Simultaneous translation services and equipment for the conference in <ul style="list-style-type: none"> • Ukrainian-English • English-Ukrainian • Russian-English • English-Russian 	<u>Date</u> : Tentatively on/around October 16, 2019 <u>Hour</u> : 8:30-18:30	<i>Simultaneous translation equipment should include translator booth and headphones for up to 100 people.</i>
3	Accommodation services in Kyiv	Accommodation for 30 participants for 2 nights inclusive of breakfast in a non-luxury hotel with services equivalent at most for a 3-star hotel standards as set out by European Hotelstars Union.	<u>Date</u> : Tentatively on/around Oct 15 th -17 th	<i>Single rooms with breakfast included.</i>

NB: *Bidders may bid for 1 or more of the lot(s) in a single offer.***RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: *Organization of event and/or provision of individual services as per specifications set out in batches above.*
2. Date of delivery: **Event expected to take place on October 16th 2019, with accommodation required from Oct 15th to Oct 17th, 2019 (check-out date : Oct 18th, 2019). Date may be subject to change, in which case terms and conditions can be rediscussed with selected supplier(s).**
3. Validity of the offer: **60 days**



The answers to this tender should include the following elements:

- A written quotation including all the specifications, the price per unit, quantity proposed and unit (where relevant), and total price;
- Prices should be in UAH or Euros - Inclusive applicable taxes;
- Copies of licence as well as of the ID or passport of legal representative;
- All documents required under the Bidder's checklist provided by ACTED;
- **Bidders should present their offers in the Offer Form format provided by ACTED. Bidders are encouraged to annex additional documentations/pictures as required.**

GENERAL CONDITIONS:

1. The tender will be conducted using ACTED standard bidding documents, open to all qualified suppliers and service providers. The Bidding Documents (in [English](#) or [Ukrainian](#)) may be obtained free of charge by all interested from:

ACTED representative office in [\[Kiev, 10 Observatorna street\]](#)
kyiv.log-assist@acted.org

Or can be downloaded from:

- the ACTED website at www.acted.org under the section "Tender".
- the IAPG website at www.iapg.co.uk under the section "Latest Tender".

Potential bidders are encouraged to consult ACTED regularly for potential modification to the present tender and/or the bidding documents.

2. Bid forms provided by ACTED include:
 - Instructions to Bidders.
 - Bidders Questionnaire Form
 - Bidder's Ethical Declaration (in Ukrainian or in English)
 - Bidder's checklist
 - ACTED Offer form (may be joined with Bidder's offer form)
3. Potential bidders are encouraged to consult ACTED & IAPG websites regularly for potential modification to the present tender and/or the bidding documents.
4. A pre-tender information session will be organized **on [\[16/08/2019\]](#) at [\[3:00pm\]](#)** in ACTED representative office in [Kiev, 10 Observatorna street](#). Participation of interested bidders to the information session is preferable but not compulsory.
5. All bids must be submitted before **on [\[01/09/2019\]](#) at [\[18:00\]](#)** by E-mail at ukraine.tender@acted.org, Cc tender@acted.org . Late Bids will be automatically rejected.
6. All bids submitted electronically must include scanned signed/stamped PDF of required bid documents as well as the editable files in word/excel, in line with the Bidders Checklist provided by ACTED.
7. The call for tender will not necessarily result in the award of a contract.
8. ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their bids to ACTED.
9. A tender opening session will take place **on [\[03/09/2019\]](#) at [\[15:00\]](#)** in the ACTED representative office in [\[Kiev, 10 Observatorna street\]](#). The presence of bidders' representative is allowed.



ACTED



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European Union
Humanitarian Aid

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Form PRO-05 Version 1.4

10. For all inquiries regarding this tender, please contact the ACTED representative office in [Kiev, 10 Observatorna street] not later than [\[23/08/2019\]](#) at [\[18:00\]](#) by telephone [\[+ 38\(073\) 268 24 00\]](#) or by E-mail at ukraine.tender@acted.org, Cc tender@acted.org.

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 phone number [\[+ 38 \(063\) 350 66 86\]](#) and/or send an e-mail to transparency@acted.org.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____