Form PRO-05 Version 1.3

NATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS
ACTED LIBYA

Date: 10/11/2019

Tender N°: T/14DFR/G9-TR2/TRIPOLI/PROGRAMS/10112019

ACTED is requesting through this tender a consultant to provide detailed written offers for the supply of the following services:

PRODUCT SPECIFICATIONS:

1. Description: Support to CSO's (civil society organizations) in the Libyan municipalities

2. Service class / category: Consultancy services

3. Quantity/unit; one (1) training of 5 days with report and follow-up.

4. Location Tripoli

RESPONSIBILITIES OF THE CONTRACTOR:

- The trainer will be required to commit 3 weeks of preparations curriculum, material and agenda, including 1 week for submission of Module for feedback to ACTED and integration of feedback into the final version of the Module.
- Prepare the materials and the venues for the training, to be approved by the project team at least one week ahead of the training date
- To present the curriculum content at the beginning of the training and consider the attendees feedback in the delivery of the sessions
- 3 days of training for 3 CSOs per municipality (at least 3 participants per CSO) in **Janzour, Garabouli, Al Andalus, Emsellata, Zliten, Tarhouna, Jado, Jufra, Shwerif, Idri Shati,** including reporting as mentioned in the "**Key deliverable**" section above.
- 1 day follow up visits for all CSOs during the implementation period of the projects at the CSOs offices (1visit per CSO, a total of 30 reports) and sharing updates/feedback on the progress of the CSOs projects in the form of reports (1 report per CSO)
- 1 day follow up visits for the preparation of the final follow up report (after the completion of the projects implemented by the CSOs, 1 visit per CSO, 1 report per CSO, a total of 30 reports
- Each stage need to be checked and validated by ACTED Project Manager

Validity of the offer: 4 months

The answers to this tender should include the following elements:
- A written offer including all the consultancy specifications, the deliverable and price per deliverable,
- A copy of Professional CVs,
- Professional References,
- Quotes should be inclusive of detailed VAT,

- Bidders questionnaire for Rehabilitation works (including Sanitation & Electrical) **(Compulsory);**
- An ID copy of legal representative of the company **(Compulsory);**
- Proofs of past performances (including example contracts or other evidence of performance) in a similar field of activity.

1. The **closing date** of this request for quotation/tender is fixed **on 01/12/2019 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: Ben Ashor – Abo alaswad Douali St-Tripoli-Libya

Or emailed to
    libya.tender@acted.org and CC tender@acted.org

If you have any question regarding the offer, please contact libya.tender@acted.org and CC tender@acted.org

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 Consultancy 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 Logistics department in a sealed envelope stamped and signed bythe company and indicating the tender title, date, and time of submission. The envelope must bear the mention "T/14DFR/G9-TR2/TRIPOLI/PROGRAMS/10112019" not to opened before **05/12/2019 at 10AM"** and the purpose of the offer – ''Assistance to Support to CSO's (civil society organizations) in the Libyan municipalities''

6. The offers must be submitted in English and prices must be expressed in **USD or LYD**.

7. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, ToRs, Ethical declartion and bidders checklist) have to be signed stamped by the bidder.

8. Unseald envelope and 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, contractors' data shall be automatically processed.

SPECIFIC CONDITIONS:

The answers to this tender should include the following elements.
1. Team: Concise CV of each of the consultant/s on the team highlighting relevant qualifications.
2. Past project experience: 6 contracts signed and two recent ones for the year 2019, Information provided for each relevant past project shall include a summary sheet (highlighting the client, description of the project, location of project, role of the company, project status-completed or ongoing). All documents shall be provided in English (except completion certificates if not available in English) or for other documentation only available in Arabic.
3. Costing of the service according to each of the deliverables
4. The attached terms of reference signed.
5. Any relevant certifications the company or freelancer might have.
6. Any other documents relevant to the TOR.
7. Reference contact from previous expereinces (4 at least)

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.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____