



INTERNATIONAL CALL FOR TENDER **ACTED Sri Lanka** Part A - Instructions to bidders

Date: 22/01/2020

Tender reference: T_08DBM_92D_TOA_COLOMBO_22012020

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

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------------|--|
| 1. Description: | MSME Assets for Nuwaraeliya Districts |
| 2. Service class / category: | Assets |
| 3. Made in (Service origin): | National and International |
| 4. Service stage: | According to the attached technical specification and designs. |
| 5. INCOTERM (delivery conditions): | DDP |
| 6. Quantity: | 03 |
| 7. Packaging requested: | original package |

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Machineries, to the locations mentioned below

No	Delivery items	Item No	Qty	Delivery Address
1	2 door display chiller	FPM 01	1	Navothaya Mal Karuvo No-68 Meeplimana Nuawara Eliya
2	03 door display chiller	FPM 02	1	Women Farm Rd, Eik Place, Ruwan Eliya, Nuwara Eliya,
3	03 door display chiller	FPM 02	1	New Asiri Flora, No: 03. Bus Stand Upper Stair, Nuwara Eliya.

2. Date of delivery: Within maximum 6 months upon contract signature
3. Validity of the offer: 6 Months
4. Specific terms of delivery: All machines, equipment, tools and other required items should be delivered to the locations listed in the table above in their original condition. If such delivered machines contain any damages or any other errors are found during the delivery time/installation, the supplier will be responsible for that damage or errors and the supplier should be provided with new machines/equipment/tools. The cost of providing such new machines/equipment/tools will be borne by the supplier. **The supplier shall not supply re-conditioned or second hand machines.** Only the brand new machines should be supplied.

The answers to this tender should include the following elements:

- Details of the legal status of the bidder (Sole proprietor, Partnership, Company etc.)(compulsory);
- Details of the authorized representative and copy of ID and power of attorney, where applicable;
- Application Letter on Company Template (recommended);
- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price (compulsory);
- Colour pictures of the offered product;
- A certificate of origin for each product (recommended)
- The warranty offered for each product (Compulsory)
- All the tender documents (Instructions to Bidders, Offer Form, Bidder's Questionnaire, Bidder's Ethical Declaration and Bidder's Checklist) filled (when required), signed and stamped (compulsory).



The answers to this tender should include the following specific elements:

- A written quotation including all the brands and models, the price per unit, quantity proposed and unit, and total price (including VAT and all other related taxes and import duties), brochures, color photographs need to be attached for every item;
- The price shall include all the transport, installation, demonstration costs related to the items.
- The supplier shall be required to attach details of the services to be provided within the warranty period;
- Details on the availability of spare parts and aftersales services beyond the end of the warranty period also need to be detailed in the bid documents.
- Business registration documents and license;
- Dealer Authorization Letter (recommended for national suppliers) and Manufacture Authorization Letter (recommended for international suppliers);
- Certification of ISO or SLS (recommended);
- Sample color photos of the machineries and equipment shall be attached with the tenders. At the tender analysis stage, the machine could be physically checked by ACTED staff and the relevant MSME before signature of the contract:
- A finance statement of the previous year and list of clients

SPECIFIC CONDITIONS APPLICABLE TO THE LOT:

1. **Please note that ACTED will need to follow Europe Aid's Guidelines concerning the origin of supplies. For more information, Europe Aid procurement guidelines are fully detailed in PRAG (http://ec.europa.eu/europeaid/prag/welcome.do?header_description=Manuel+DEVCO+des+proc+dures+financi%E8res+et+contractuelles+Applicable+aux+actions+ext%E9rieures+financ%E9es+par+le+budget+g%E9n%E9ral+de+LUE+ET+du+11e+FED&header_keywords=ePrag+%2C+europ+allocable=en).**
2. **ACTED reserves the right to exclude products or reject bids from certain origins with regard to guidelines of Europe Aid.**
3. For any interested bidders, it is mandatory to sign and stamp the Technical Specification found in the Offer form.
4. Prices of the above procurement must include VAT;
5. Bid prices must be in LKR (Sri Lankan rupee);
6. The language of the bidding documents must be in **English**;
7. The supplier has the option to visit and examine MSME area and the delivery point in the Nuwareliya District. The delivery location is provided in the table above of these tender documents for price determination.
8. The Bidder shall fill in rates and prices for items described in the Offer Form and the Price shall include all the transport, installation and any other costs related to the assets including VAT.
9. The Bidder should submit one set of bid documents. The supplier should also submit one **original** and one **copy** of the set of bid documents separately. Offers sent by e-mail only will be requested to submit original offers at a later stage if their offer is pre-selected.
10. The Bidder has the option to provide different specifications which are similar to those requested in the offer form. The Bidder can provide these different specifications in the column marked "suppliers' specifications (if different)" in the offer form.
11. Site Visit and Pre-Bid Meeting:
 - The Bidder is advised to visit and examine the MSME sites and Site of Works and its surroundings and obtain for himself on his own responsibility all information that may be necessary for preparing the Bid and entering into a contract for supply of equipment or service. The costs of visiting the MSME areas and sites shall be at the Bidder's own expense.
 - The Bidder and any of his personnel or agents will be granted permission by the MSME to enter upon his premises and lands for the purpose of such inspection, but only upon the express condition that the Bidder, his personnel and agents, will release and indemnify the client and his personnel and agents from and against all liability in respect thereof and will be responsible



for death or personal injury, loss of or damage to property and any other loss, damage, costs and expenses incurred as a result of the inspection.

12. Correction of Errors

- Bids determined to be substantially responsive will be checked by the Client for any arithmetic errors. Arithmetic errors will be rectified on the following basis. If there is a discrepancy between the unit rate and the total cost per item that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost per item will be corrected unless in the opinion of the Client there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost per item as quoted will govern and the unit rate corrected. If there is a discrepancy between the total Bid amount and the sum of total costs per item, the sum of the total costs per item shall prevail and the total Bid amount will be corrected.
- The amount stated in the Offer Form will be adjusted by the Client in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount of Bid, his Bid will be rejected, and the Bid security may be forfeited.

13. Adjudicator: All disputes shall be referred for adjudication by the following procedure:

- Logistics Office
- Technical Advisor

14. All bidders should follow standard specifications for the relevant Tools & Equipment and Machineries.

15. All bidder should follow the annexed material specifications according to the relevant packages

16. All the columns in the offer form to be filled in writing. All the price column in the offer form to be filled in number. Unit prices are fixed for 06 Months, and no Consideration for extra allowance will be given to compensate for increase or decreases of quantities, whether small or substantial.

17. The bidder is expected to examine carefully the contents of the bidding documents. Failure to comply with the requirements of bid submission will be at the Bidder's own risk. The bids which are not substantially responsive to the requirements of the bidding documents will be rejected.

18. At any time prior to the deadline for submission of bids, ACTED may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing addenda. Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by in writing to ACTED. To afford prospective bidders reasonable time in which to take an addendum into account in preparing their Bids, ACTED may extend the deadline for submission of bids.

19. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced.

20. To assist in the examination, evaluation and comparison of bids, ACTED may, at its discretion, ask any bidder for a clarification of his bid.

GENERAL CONDITIONS:

1. The **closing date and time** of this tender is fixed on **24/02/2020 at 4:30 PM** (Sri Lanka time).
2. Bidders can submit bids at the following ACTED offices:
 - a. 24 Rajasinghe Maratha, Colombo 6, Sri Lanka.
 - b. No 8/3, Hospital Road Nawagamgoda, Hawa Eliya, Nuwara Eliya, Sri Lanka.

Bidders can also submit their offer by e-mail to srilanka.tender@acted.org, cc tender@acted.org

3. Tenderers will fill, sign, stamp and return the the Instructions to Bidders, the Bidders Questionnaire, the Bidders Ethical Declaration, the Offer Form and the Bidders Check List according to ACTED's format. Any missing stamp and/or signature on mandatory documents will resolve in the ineligibility of the offer.
4. Tenderers will sign and return all pages of the Product Specifications for which they apply.



5. The offer to the call for tender will not necessarily result in the award of a contract.
6. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention “not to be opened before 26/02/2020” and the nature of the offer, or by email to srilanka.tender@acted.org, cc tender@acted.org with subject line “MSME Assets for Nuwara Eliya District”. Suppliers sending their offer by.
7. Unsealed envelope and late offers will not be considered.
8. 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.

FOR BIDDER’S USE

I undersigned _____, the Bidder, agree with the instructions and general conditions of this Call for Tender.

Company Name: _____

Authorized Representative Name: _____

Signature:

Stamp