

INTERNATIONAL CALL FOR TENDERInstructions to bidders**ACTED Ukraine**

Date: 05/06/2020

Tender N°: T/64TBC/TBC/TBC/KIEV/05/06/2020/01

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: Purchase of WASH supplies
2. Product class / category: Goods
3. Made in (product origin): National
4. Product stage: New
5. INCOTERM (delivery conditions): DDP
6. Quantity/unit: 6 lots
7. Packaging requested: In kits for lots 1 to 5, with logo application (stickering), dimensions indicated in the Offer Form (Form PRO-06)

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: DDP to ACTED's warehouse in Sloviansk
2. Date of delivery: According to the Offer-Form (Form PRO-06)
3. Validity of the offer: 10 months recommended

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; Bidders should present their offers in the Offer Form format provided by ACTED.
- 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 are encouraged to annex additional documentations/pictures as required;
- Suppliers should submit the annual declaration for 2019 where is shown their annual turnover.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 30/06/2020 at 15:00** in ACTED office at the following address :
 - ACTED representative office in [Kiev, 10 Observatorna street, office 21]
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 before to ACTED purchase department by E-mail at ukraine.tender@acted.org, Cc tender@acted.org or in a sealed envelope with the mention "not to be opened before "30/06/2020" and the purpose of the offer (submission by email is preferable but not compulsory).
6. Late Bids will be automatically rejected.

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.

SPECIFIC CONDITIONS:

1. After the closing date, ACTED will require the samples of goods that are presented in the submitted Offer Form in Kyiv office and Sloviansk office
2. Potential bidders are encouraged to consult ACTED & IAPG websites regularly for potential modification to the present tender and/or the bidding documents.
3. All bids submitted electronically must include scanned signed/stamped PDF of required bid documents, and preferably (but not compulsory) documents in word/excel version.
4. All goods have to be already imported to Ukraine to reduce and avoid any types of delays.
5. Prices should be in UAH - *Inclusive applicable taxes*;
6. ACTED will require to provide the stickering of each set as mentioned in the Offer form.
7. Bidders can submit offers for one or several lots in order to be considered eligible.
8. Terms of payment: subject to negotiation
 - First preference to Supplier offering postdelivery payment
 - Second preference to Supplier who are able to provide bank guarantee (wire transfer)

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: