

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

Date: 25/09/2020

Tender N°: T/64DYF/T27/ASS/Kyiv/Program/25-09-2020

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 IT skills training services (offline (in person) and/or online).

2. Product class / category: Services

3. Made in (product origin): Ukraine

4. Quantity/unit: 1 lot

RESPONSIBILITIES OF THE CONTRACTOR:

1. Duration of the contract:

From the date of signing until the Project end in December 2022 with a possible extension agreed by both parties

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 showing their annual turnover.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 16/10/2020 at 18:00** 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 16/10/2020" and the purpose of the offer (submission by email is preferable but not compulsory).
6. Unsealed envelope and late Bids will be automatically rejected.
7. Bidding to this tender will not automatically result in the award of a contract.
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.

SPECIFIC CONDITIONS:

Please refer to detailed Terms Of Reference annexed to these instructions to bidders for more details

1. After the closing date, ACTED will require the references from Institutional organizations and companies as the evidence of IT courses quality
2. **Types of courses:** Short to medium term (max 12 months) practical information technology (IT) skills development courses (e.g. web-development, coding, cybersecurity, Project Management in IT). Bidders shall submit offers including their full course list (incl. of price, duration and other conditions) in the ACTED Offer Form. The list of course provided in the Terms of Reference is non-exhaustive and indicative. Final course selection will be undertaken as part of the contract negotiations.
3. **All courses must be available in Ukrainian and/or Russian**
4. Potential bidders are encouraged to consult ACTED website regularly for potential modification to the present tender and/or the bidding documents.
5. All bids submitted electronically must include scanned signed/stamped PDF of required bid documents, and preferably (but not compulsory) documents in word/excel version.
6. Prices should be in UAH - Inclusive applicable taxes
7. Terms of payment: subject to negotiation. No payment in advance will be accepted.

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: