

**CALL FOR TENDER ACTED Ukraine**

Date: 30/09/2020

Tender N°: T/64DTF/D25 PEV/KYIV/PROGRAM/30092020/1

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

**SERVICE SPECIFICATIONS:**

1. Description: Consultancy - Experienced evaluator
2. Service class / category: Consultancy – External evaluation
3. Made in (service origin): National

Lot	Description	Details of the service	Date and time of the service	Comments
1	Short-term consultancy – Experienced evaluator	Experienced evaluator to lead an external final project evaluation by determining the relevance and fulfillment of objectives, efficiency and effectiveness of the project.	15.11.2020-15.02.2021	Evaluation dates are subject to change depending on epidemiological situation and donor approval of the project extension requested by ACTED on September 21th, 2020 (Ref 2019/00644/MR/01/01).

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: \_\_\_\_\_
2. Starting date: 15.11.2020
3. Validity of the offer: \_\_\_\_\_

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- Prices should be in UAH or Euros - Inclusive applicable taxes;
- Copies of the ID or passport of legal representative;
- CV(s) of the personnel deployed (including field team)
- Organogram of the team structure
- Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar experience, including description of the evaluation criteria, project, area of intervention, and total budget
- Technical Proposal including a detailed methodology and work plan.
- Detailed Financial Proposal (cost effective and showing unit costs)
- 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 **closing date** of this tender is fixed on **16 / 10 / 2020** at 18:00 Kyiv in ACTED office at the following address : Kiev, 10 Observatorna street  
Tenderers who will present their offer at ACTED bases other than **ACTED Kiev** must take into consideration the transport time from the local base to **ACTED Kiev**.
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.



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*T/64DTF/D25 PEV/KYIV/PROGRAM/30092020/1*

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 purchase department in a sealed envelope or by E-mail at [ukraine.tender@acted.org](mailto:ukraine.tender@acted.org), [Cc\\_tender@acted.org](mailto:Cc_tender@acted.org). with the mention "not to be opened before 19/10/2020 and the purpose of the offer.
6. Unsealed envelope and late offers will not be considered.
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.

*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](mailto:transparency@acted.org).*

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: