

INTERNATIONAL CALL FOR TENDER ACTED oPT

Part A - Instructions to bidders

Date: 18/11/2021

Tender N°: T/HIP2022/EmergencyMaterials/RAM/18-11-2021

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

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------------|--|
| 1. Description: | Emergency Material Response |
| 2. Product class / category: | Emergency Materials |
| 3. Made in (product origin): | National/International |
| 4. Product stage: | <u>New, In good condition, Ready to be used</u> |
| 5. INCOTERM (delivery conditions): | <u>DDP/To various locations in West Bank based on need</u> |
| 6. Quantity/unit: | <u>see the detailed BoQ attached</u> |
| 7. Packaging requested: | <u>see the detailed BoQ attached</u> |

RESPONSIBILITIES OF THE CONTRACTOR:

- | | |
|---------------------------|--|
| 1. Terms of delivery: | <u>Supply and installation</u> |
| 2. Date of delivery: | <u>Within 7 days of receiving the purchase order</u> |
| 3. Validity of the offer: | 6 months (recommended) |

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; **(Compulsory)**
- **A detailed priced BoQ per item for lots 2, 3 and 4 (bidder's form).**
- **A technical offer which must include the following documents (Compulsory):**
 - Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) along with completion certificates.
 - Proofs of past performances with NGOs along with completion certificates.
 - ACTED Designs signed and stamped.
 - CV for key staff and company chart for workers
 - Technical specifications signed and stamped.
- Suppliers who have already contracted with ACTED, who have already submitted the documents below and/or have already been registered in the supplier database do not need to resubmit them. However, ACTED reserves the right to contact suppliers again at the contracting stage to sign them if they are missing:
 - A Copy of Company registration documents and license are included & a copy of the legal representative ID.
 - A Copy of the registration certificate of the company.
 - Bidders Questionnaire Form.
 - Bidder's Ethical Declaration.
 - Bidder's General conditions of Purchase.
- A bank guarantee worth **15,000 ILS** valid for 90 days starting from the closing date of the tender or a certified check bank, where personal checks or cash are not accepted. **(Compulsory)**
- A VAT registration number and financial clearance certificate. **(Compulsory)**
- A valid professions practicing license registration certificate from the Companies' Controller.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 9 / 12 / 2021 at 12:00pm** in ACTED office at the following address: ACTED oPt - Office NO. 603 & 604 in the 6th floor, **Mikkawi Commercial Complex** the northern front of Ramallah and Al-Bireh Cities.
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 necessarily result in the award of a contract.
5. ACTED has the right to split the lots between the suppliers or award all the lots to one supplier.
6. ACTED has the right to sign multiple contracts with multiple suppliers as it sees fit.
7. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention of the tender reference on the envelope: **T/HIP2022/EmergencyMaterials/RAM/18-11-2021 not to be opened before 12/12/2021 at 9:00AM**
8. Unsealed envelopes 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.

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 send an e-mail to transparency@acted.org.

SPECIFIC CONDITIONS:

1. The selected contractor needs to be able to issue tax bills.
2. The selected contractor should be registered at the VAT and customs department and has the ability to provide ACTED with Zero VAT bills.
3. ACTED is not bound to accept the lowest price.
4. The quantities indicated are only an estimate, ACTED does not commit on these estimated quantities.
5. **Upon the signing of the contract, the selected contractor for the tender needs to secure a performance guarantee Valid for 1 year worth 10% of the total estimated amount in the BOQ ILS or a certified check bank for the same amount, where personal checks or cash are not accepted.**
6. All prices should be in ILS excluding Tax.
7. The contract duration is 12 months, and supply will be requested throughout the project's duration.
8. Fees of tender advertising in newspapers will be charged to the selected bidder(s).
9. The selection criteria will be based on a **70% Financial and 30% Technical**, as detailed below:

A supplier will be selected based on the selection criteria from the table below (with a maximum score of 100). The Scoring Method will be based on the submitted bid.*

*** Bidders that do not provide any supporting documents as per the table below won't receive any points.**

CRITERIA	SCORING METHOD	MAXIMUM SCORE AVAILABLE
Price	Up to 70 points can be awarded based on the price of requested works	70
Reliability	Up to 10 points can be awarded for suppliers with a demonstrated good record of delivery with NGOs and experience in the sector, with official completion certificate: 1 point will be allocated for each project (More than 50,000 USD) with other NGOs, with official completion certificate. Implemented projects without completion certificates will not be considered	10
Capacity	- 2 Point will be allocated for each key staff member for each of the following: Project Manager, Civil or Arch Engineer, Forman (Maximum 6 Points). * CV for key staff is requires - 2 Points will be allocated if the work team includes from 1 -3 workers. 4 Points for teams with 4 or more workers (Maximum 4 Points) *Company chart for workers.	10
Similar Previous experience	Up to 10 points can be awarded for suppliers with previous experience in similar projects: 2 points will be allocated per each project of previous similar experience. with official completion certificate. (The duration of each past project implemented by the supplier must be mentioned).	10

Company Name: _____

Authorized Representative Name: _____

Signature _____

Stamp: