INTERNATIONAL CALL FOR TENDER – Instructions to bidders ACTED Yemen

Date: 21-03-2022

Tender No.: T/15DYK/D34/ALV/LIV_ANI_NORTH/21-03-2022

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

Works Specifications:

1. Description: Supply of Livestock animals, shelter tools and fodder kits
2. Product class/ category: Supplies
3. Delivery Conditions: DDP to ACTED Warehouse and 8 sites in Dhamar governorate
4. Product Stage and Packaging: As described in the Offer Form

Responsibilities of the Contractor:

1. Date of delivery: As mentioned in the above table
2. Validity of the offer: Minimum Six Months (Recommended)

The answer to this tender should include the following elements:

1. Offer Form, filled, initialed and stamped by the supplier (compulsory)
2. Bidder’s Ethical Declaration, filled, initialed and stamped by the supplier (compulsory)
3. Bidder’s Questionnaire, filled, initialed and stamped by the supplier (compulsory)
4. **Bidder’s Checklist**, filled, initialed and stamped by the supplier (compulsory)
5. **Instruction to Bidders**, filled, initialed and stamped by the supplier (compulsory)
6. **Full General Conditions of Purchase**, filled, initialed and stamped by the supplier (compulsory)
7. Proof of past experience implementing a similar service for NGO’s/INGO’s through previously signed contracts (recommended)
8. The prices in the Offer Form are in USD (compulsory)
9. Relevant catalogues with technical specifications for requested supplies. (recommended)
10. The Bidding documents are filled in English (compulsory) and in Arabic (recommended)
11. A Copy of the following documents included:
    a. Copy of ID or passport of legal representative (compulsory)
    b. Copy of VALID Company Tax ID (compulsory)
    c. Copy of VALID Company Registration (compulsory)
    d. Copy of VALID Company Zakah ID (compulsory)

**General Conditions:**

1. The **Closing Date** of this tender is fixed on 11-04-2022 at 12:00 PM (Yemen time). Offers must be submitted to ACTED Sana’a Office at the following address: Sana’a Office, Haadah, Behind Al-azani - Sana’a - Yemen in a sealed envelope with the text “T/15DYK/D34/ALV/LIV_ANI_NORTH/21-03-2022” not to be opened before the 11-04-2022.

OR via email submission to yemen.tender@acted.org with tender@acted.org in CC with the above mention subject. Late Bids will be automatically rejected.

اخر موعد لاستلام العروض واغلاق العطاء 2022/04/11 الساعة الـ 12:00 حسب توقيت اليمن وجميع العروض يجب ان تقدم لامكتب منظمة أكتد حده - خلف العزاني - صنعاء – اليمن في طرف مغلق ومختوم من قبل الموردين ت/15DYK/D34/ALV/LIV_ANI_NORTH/21-03-2022، عدم تقدِّم العروض بعد هذا التاريخ سيعتبر التلقائيًّا رفضًا للعروض.

**Note:** The tender is to be submitted in English or Arabic. The offer form must be filled, initialed, and stamped by the supplier. Relevant catalogues with technical specifications for requested supplies are recommended. The Bidding documents must be filled in English and Arabic. A copy of the following documents must be included:

- Copy of ID or passport of legal representative (compulsory)
- Copy of VALID Company Tax ID (compulsory)
- Copy of VALID Company Registration (compulsory)
- Copy of VALID Company Zakah ID (compulsory)

In the case of any disputes, tender@acted.org or yemen.tender@acted.org.
2. 
A Pre-Tender Information Session will be organized on 04-04-2022 at 01:00 pm in ACTED Sana’a Office - Haadah Street - Yemen. All bidders are encouraged to attend but attendance is not compulsory.

This meeting provides interested bidders the opportunity to request further information about the tender process or to enquire about the technical specifications described in the tender documents prior to the submission deadline to better understand the supplies/services/works provided.

ACTED reserves the right to request a bank guarantee of 2.5% of the total tender amount prior to signing a contract with a winning supplier.

3. 
ACTED will hold a Tender Opening Session at ACTED Office – Sana’a Office, Haadah , Behind Al-azani - S-Sana’a- Yemen on 11-04-2022 at 01:00 PM (Yemen time). The presence of bidders’ representatives is permitted, for that you need to submit your contact details to the email address yemen.tender@acted.org cc tender@acted.org before the 11-04-2022 at 12:00 PM (Yemen time), will not accept to receive any bids after the time mentioned above.

The Tender Opening Session involves the opening of all offers in front of all any bidders who attend and conducting a document check, whereby all the documents provided by each bidder are checked and compared to the Bidder’s Checklist, where the list of mandatory documents is provided. Only bidders who provide all requested mandatory documents can be deemed eligible and proceed to the next stage of the tender process.

Unsealed envelopes and late offers WILL NOT BE CONSIDERED.

4. 
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5. 
ACTED reserves the right to request any further information, details, breakdown or prices confirmation for delivery at any time of the tendering process.

6. 
Bidder’s must submit a price for each line item in a lot in order to be considered. ACTED reserves the right to reject a bidder who did not offer a price for each line.

7. 
All the prices in the Offer Form shall be in USD.

8. 
Should there be any confusion between the Unit Price and Total Price for each line item, ACTED will consider the Unit Price for evaluation purposes.

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9. 
should the UDP be deemed eligible and proceed to the next stage of the tender process.

10. 
should the UDP be deemed eligible and proceed to the next stage of the tender process.
11 An offer for this tender is not a guarantee of being awarded a contract.

لا يعتبر عرض هذا العطاء ضمانًا لمنح العقد.

12 Offers will not be accepted via Google Drive, Drobox, WeTransfer links, or any similar links, and if the attachments required permission or password.

لن يتم قبول العروض عبر قوقل درايف أو دروب بوكس أو أي روابط مشابه أو إذا المرفقات تتطلب إذن أو كلمة مرور.

13 Each page of tender documents must be stamped. Any pages requesting a signature must be signed and stamped.

جميع الأوراق والوثائق المرفقة للمناقصة يجب ختمها وكذلك الأوراق التي تتضمن طلب التوقيع والختام.

14 Bidders are requested to fill in, sign, stamp and return the Offer Form, using the provided ACTED forms ONLY.

يطلب من مقدمي العروض ملء جميع صفحات عرض السعر وتوقيعها وختامها وإعادتها باستخدام نماذج منظمة أكتد المتوفرة فقط.

15 All questions or requests for tender documents should be directed to ACTED Yemen Logistics department at yemen.tender@acted.org with tender@acted.org in CC.

يجب توجيه جميع الأسئلة أو طلبات الحصول على وثائق المناقصة إلى قسم إدارة اللوجستيات على البريد الالكتروني tendert@acted.org Or yemen.tender@acted.org

16 ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their bids to ACTED.

لن تكون منظمة أكتد مسؤولة عن أي تكاليف أو نفقات يدفعها المتقدمي للمناقصة الخاصة بإعداد وتقديم عروضهم لمنظمة أكتد.

17 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.

لضمان استخدام الأموال حصريًا للأغراض الإنسانية ووفقًا لمعايير المانحين، تخضع جميع عروض العقود لشرط عدم ظهور المتعاقدين في قوائم مكافحة الإرهاب، بما يناسب مع سياسة مكافحة الإرهاب في ACTED. تحفظ لجنة هذه القاعدة، تحتفظ أ tek conced in أ نتاج للاحة في إجراء فحوصات مكافحة الإرهاب على المقاولين وأعضاء مجلس الإدارة والموظفين والمتفقدين والاستشاريين ومقدمي الخدمات المالية والمتعاونين من الباطن.

**Specific Conditions**

1. Bidders may apply for one or more lots (where applicable). ACTED reserves the right to contract with one or more supplier(s) for each lot.

2. Each lot will be evaluated separately. ACTED reserves the right to select the same supplier for one or more lots.

3. The costs of items in the B.O.Q shall be fairly estimated in line with market prices, ACTED has the right to reject any quotations whose prices are not within price ranges identified through market surveys without any notification.

4. The contract unit prices are fixed. No compensation will be paid for Fuel or materials price rises.

5. ACTED reserves the right to cancel any item mentioned in the B.O.Q without any compensation of any kind before contract signature.

6. Please note that ACTED will need to follow Europe Aid’s Guidelines concerning the rules on origin and nationality. For more information, Europe Aid procurement guidelines are fully detailed in PRAG *(ePrag-en-2019.0.pdf)*
In particular, rules of origin & nationality are detailed in section 2.3.1 of PRAG2019, and further in annex A2A. ACTED reserves the right to exclude products or reject bids from certain origins with regard to guidelines of EuropeAid (please refer Annex a2a_ecprogrammes_eligibility2014_2020_en (1)).

7. Suppliers must provide a reference to show that they are raising 'healthy and productive' livestock.

8. Suppliers must be able to provide documentation to verify parentage, health status and required vaccination standards prior to purchase.

9. Livestock must be transported humanely and safely in properly ventilated vehicles.

Evaluation Method

The Financial Offer of each bidder will be evaluated first in the Financial Evaluation Stage. All offers will be ranked from the lowest to highest price. The bidder with the lowest price will proceed to the Technical Evaluation Stage. In Technical Evaluation Stage a bidder is evaluated using a Scoring Methodology, with their offer evaluated using the following criteria: Quality, Proof of Experience and Delivery Deadline.

Each of the three scoring above have a maximum number of points available and the next section describes how points are awarded for each one. In total there is a maximum of 100 points available in the Technical Evaluation Stage. In order to be awarded a contract a bidder must score at least 70 points or higher.
Should the lowest-priced bidder fail to achieve a score of **70 points or more**, they will fail the Technical Evaluation Stage and ACTED will proceed to the second lowest bidder and begin the Technical Evaluation of their offer. This process will continue until a bidder scores **70 or more points** in the Technical Evaluation stage.

A detailed description of each evaluation criteria evaluated is provided below.

**Financial Evaluation Stage:**

➢ **Price**

This will be the first criteria to be considered. Offers will be ranked from lowest to highest price with the lowest-priced supplier proceeding to the Technical Evaluation Stage.

➢ **السعر**

سيكون هذا المعيار الأول للنظر فيها. سيتم تصنيف العروض من السعر الأدنى إلى السعر الأعلى مع انتقال المورد الأفضل سعرًا إل الجزء التالي من التقييم التقني.

**Technical Evaluation Stage**

➢ **Quality (70pts)**

This stage will focus on an evaluation of the technical information provided by the best-priced bidder for all line items requested in the tender documents. The quality will be judged using a Scoring Methodology, whereby the technical specifications provided will be scored against the specifications detailed in the tender documents for all line items.

Such technical information can be provided in the form of technical sheets, technical catalogues and any other relevant form of supporting documentation. Points will be awarded based on whether the technical specifications provided by a bidder match those requested in the tender documents.

ACTED reserves the right to request physical samples for all or a subset of the requested line items during this stage of the evaluation.

➢ **التقييم الفني**

**الجودة 70 نقطة**

ستركز المرحلة الثانية على تقييم المعلومات الفنية المقدمة من قبل العارض الأفضل سعرًا لجميع البنود المطلوبة في وثائق المناقصة. سيتم الحكم على الجودة باستخدام منهجية تسجيل النقاط، حيث سيتم تقييم المواصفات الفنية المقدمة مقابل المواصفات المفصلة في وثائق المناقصة لجميع البنود.

يمكن تقديم المعلومات الفنية في شكل أوراق فنية وتكتالوجات فنية، أي شكل آخر يصيغ صلة من الوثائق الداعمة. سيتم منح النقاط بناءً على ما إذا كانت المواصفات الفنية المقدمة من قبل مقدم العطاء مطابقة لتلك المطلوبة في وثائق المناقصة.

تحتفظ منظمة اكتد بالحق في طلب عينات مادية لجميع أو مجموعة فرعية من البنود المطلوبة خلال هذه المرحلة من التقييم.

➢ **Proof of Experience (15pts)**

**Proof of Experience** providing similar supplies/services/works with ACTED and/or another local or international NGO’s will be evaluated in this section. Proof should be provided through the submission of signed procurement
contracts with ACTED and/or another local or international NGOs for similar supplies/services/works as described in the tender documents.

Points will be awarded in the following manner:

- **3 or more** procurement contracts for Livestock Animals or similar supplies/services with a minimum contract value of $20,000 to an NGO/INGO = **15pts**
- **1 to 2** procurement contracts for Livestock Animals or similar supplies with a minimum contract value of $20,000 to an NGO/INGO = **7pts**
- **0** procurement contracts for Livestock Animals or similar supplies with a minimum contract value of $20,000 to an NGO/INGO = **0pts**

❖ إثبات الخبرة 15 نقطة

سيتم تقييم دليل الخبرة الذي يقدمه فئة (خدمات/توريدات/أشغال) مماثلة مع ACTED و/ أو منظمة غير حكومية محلية أو دولية أخرى في هذا القسم. يجب تقديم الدليل الملائم من خلال تقديم عقود الشراء الموقعة مع ACTED و/ أو منظمة غير حكومية محلية أو دولية أخرى توريدات / خدمات / أشغال مماثلة كما هو موضح في وثائق العطاء. سيتم منح النقاط بالطريقة التالية:

- **3 عقود شراء أو أكثر ل товаровات مالية أو اعلاف مركزه بمثلة أكثر من 20,000 دولار لمنظمة غير حكومية / منظمة غير حكومية دولية = 15 نقطة**
- **عقد شراء من 1 إلى 2 أفعال توريدات مالية أو اعلاف مركز بقيمة عقد لا تقل عن 20,000 دولار لمنظمة غير حكومية / منظمة غير حكومية دولية = 7 نقاط**
- **0 عقود شراء لأعمال توريدات مالية أو اعلاف مركز بقيمة عقد لا تقل عن 20,000 دولار لمنظمة غير حكومية / منظمة غير حكومية دولية = 0 نقطة**

➢ Delivery Deadline (15pts)

**Delivery Deadline** will be scored at this point with a comparison between the deadline stated in the tender documents in comparison with the deadline provided by the bidder. Points will be awarded based on a bidder’s ability to meet the delivery deadline stated in the tender documents.

Points will be awarded in the following manner:

- Ability to meet the deadline described in the tender documents (8 Weeks after signing the contract) = **15pts**
- 9-10 Weeks after signing the contract = **7pts**
- More than 10 Weeks after signing the contract = **0 points**

*A bidder must score 70 points or higher in order to pass the Technical Evaluation Stage. Should a bidder score less than 70 points they will fail. ACTED will move to the next lowest-priced bidder and conduct a Technical Evaluation until a bidder score 70 points or higher.*

❖ موعد التسليم 15 نقطة

سيتم تقييم الموعد النهائي للتسليم في هذه المرحلة من خلال المقارنة بين الموعد النهائي المنصوص عليه في وثائق المناقصة مقترنة بالمعلومات المقدمة من قبل كل مقدم عطاء. سيتم منح النقاط بناء على فترة مقدم العطاء على الوقت بموعد التسليم المحدد في وثائق المناقصة.

سيتم منح النقاط بالطريقة التالية:

- **الفترة على الوقت بالموعد المحدد في وثائق المناقصة (8 أسابيع بعد توقيع العقد) = 15 نقطة**
- **9 إلى 10 أسابيع بعد توقيع العقد = 7 نقطة**
- **أكبر من 10 أسابيع بعد توقيع العقد = 0 نقطة**

**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 and/or send an e-mail to Transparency@acted.org

Malheureusement, ACTED déclare négativement toute forme de comportement illégal, déloyal ou immoral envers les marchés d'étude et d'accompagnement, y compris la pratique de cadeaux ou de récompenses à tout moment, ou en cours de marché. En cas de suspicion ou de constat de comportements illégaux ou déloyaux, veuillez contacter le numéro de téléphone ci-dessous ou envoyer un e-mail à 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: ______________________________________