INTERNATIONAL CALL FOR TENDER – Instructions to bidders ACTED Yemen

Date: 24-03-2022

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

WORKS SPECIFICATIONS:

1. Description: Supply of Livestock animals
2. Product class/ category: Supplies
3. Delivery Conditions: DDP to multiple sites in Lahj governorate
4. Product Stage and Packaging: As described in the Offer Form

<table>
<thead>
<tr>
<th>Lot</th>
<th>Description</th>
<th>Delivery Conditions</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supply of Livestock animals - Lahj Governorate</td>
<td>DDP to Multiple distribution sites in Lahj Governorate</td>
<td>8 weeks after signing contract.</td>
</tr>
</tbody>
</table>

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)

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**GENERAL CONDITIONS:**

1. The Closing Date of this tender is fixed on 13-04-2022 at 12:00 AM (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_ SOUTH/ADN /24-03-2022” – not to be opened before the 13-04-2022. 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.

في آخر موعد لإستلام العروض واغلاق العطاء 13/04/2022 الساعة 12:00 م، يتم تقديم العروض في مكتب المنظمة بصنعاء - خلف العزاني - اليمن في ظرف مغلق ومختوم يحمل اسم العطاء: “T/15DYK/D34/ALV/LIV_ANI_ SOUTH/ADN /24-03-2022” وسوف تتم فتح العروض في جلسة فتح العروض بتاريخ 13/04/2022

2. A Pre-Tender Information Session will be organized on 04-04-2022 at 01:00 pm in ACTED Sana’a Office- Haddah Street -Yemen. and on [31-01-2022] at [11:00 AM] in ACTED Aden Office- Khor Maksar -Yemen. All bidders are encouraged to attend but attendance is not compulsory.

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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.

3. ACTED will hold a Tender Opening Session at ACTED Office – Sana’a Office, Haadah, Behind Al-azani -S-Sana’a-Yemen on 13-04-2022 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 before the 13-04-2022 at 12:00 PM (Yemen time). will not accept to receive any bids after the time mentioned above and the opening session will be hold at the same time and place.

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.

4. Unsealed envelopes and late offers WILL NOT BE CONSIDERED.

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 offered 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.

9. 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.
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, Dropbox, 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 إي 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 والختم.

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

بطلب من مقدمي العروض ملء جميع صفحات عرض السعر وتتوقيعها وختمها 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 الإلكتروني tende@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 المتقدمين 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 ووفقاً لمتطلبات امتثال الجهات المانحة، تخضع جميع عروض العقود لشروط عدم ظهور المتنافسين في قوائم مكافحة الإرهاب، بما ينتمي مع سياسة مكافحة الإرهاب في ACTED. تحقق هذه الغاية، تحتفظ ACTED في الحق في إجراء فحوصات مكافحة الإرهاب على المقاولين وأعضاء مجلس الإدارة والموظفين والمتطوعين والمقيمين والمقدمي الخدمات المالية والمقاولين 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 (amazonaws.com)). 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) s.

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*.

**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.

**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

➢ 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 off 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.*

**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

for bidder’s use

I, ________________________________________________________________, the Bidder, agree with the instructions and general conditions of this Call for Tender.

Company Name: ________________________________

Authorized Representative Name: ________________________________

Signature: ________________________________

Stamp: ________________________________