

CALL FOR TENDER ACTED [UKRAINE] Instructions to Bidders

Date: 04/07/2022

Tender N°: T/64MULTI/ACT/KYIV/04-07-2022

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

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------|--|
| 1. Description: | Vehicles procurement |
| 2. Product class / category: | Vehicles |
| 3. Product stage: | New or second-hand cars with dealer warranty |
| 4. Quantity/unit: | 34 (different models) (indicative quantities, subject to change) |

A detailed list of requested products is provided in the attached Offer Form.

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|--|---|
| 1. Place of delivery: | Poland (Rzeszow) – Ukraine (Lviv, Kiev) |
| 2. INCOTERM (delivery conditions): | DDP |
| 3. Maximum date of delivery: | September 2022 |
| 4. Minimum offer validity period required: | 3 months minimum, recommended 6 |

The responses to this call for tender shall include the following elements:

1	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder
2	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)
3	An Export License
4	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
5	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
6	The Bidder's official registration documents
7	A copy of the Bidder's legal representative ID or passport
8	ACTED's General Conditions for Purchase signed & stamped by the Bidder
9	Samples requested in the Offer Form (PRO-06) in a separate sealed envelope (if relevant)
10	Any other compulsory item specified in the Bidder's Checklist (PRO-06.3)
11	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder

It is important to note that all documents must be filled, dated, signed & stamped by the Bidders in order to be considered as eligible. ACTED only accepts bids that have been filled in either English or French.



GENERAL CONDITIONS:

1. The **closing date** of this tender is **25/07/2022 at 17:00 (Kiev Time)**.
2. Documents can be downloaded from the ACTED website at www.acted.org under the section “Call for Tenders” and from the website IAPG <https://www.iapg.org.uk/>
Bidders can submit their offers by e-mail to the following: Ukraine.tender@acted.org cc tender@acted.org
3. The submission of an offer by a bidder to this call for tender may not result in the award of a contract. The offer must be submitted to ACTED Logistics department by e-mail to Ukraine.tender@acted.org cc tender@acted.org named “Not to be opened before 26/07/2022” and the Tender reference number above.
4. Unsealed envelope and late offers will not be considered.
5. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors’ compliance requirements, all 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 any contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractors.
6. Collusive practices are prohibited and will lead to offers rejection.
7. **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 set up a Transparency unit (supervised by the Director of Audit & Transparency) that can be reached through a dedicated phone number and e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practice (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to transparency@acted.org.**

SPECIAL CONDITIONS:

8. Lots¹:
 - If the tender is divided into lots, the Bidder **may** bid for one or all Lots. Each lot **may** be subject to a separate contract and the quantities indicated for the different lots can be divided.
 - The quantities mentioned in the documents are indicative and are subject to change.
 - If the Bidder is awarded more than one lot, a single contract may be concluded including all lots.
 - If the items have not been divided into lots, bidders **may** submit offers for the entirety of the items indicated in the call for tender.
9. Bids award criteria will be assessed through a:

Pass/fail method x OR **Scoring method** □

Note:

- The pass/fail method consists in evaluating the technical component of offers from the lowest price.

Criteria	Sub-criteria	PASS/FAIL			
1	Price	N/A	The price is scored proportionally from the lowest bid price		
2	Quality	N/A	PASS/FAIL See details in Offer Form (PRO-06)		
3	Availability	Stock availability	Number of cars available from now – please detail the type and number: Van: _____ SUV: _____ Sedan: _____	Number of cars available within 1 month, please detail the type and number: Van: _____ SUV: _____ Sedan: _____	Number of cars available within 1 month, please detail the type and number: Van: _____ SUV: _____ Sedan: _____

¹To be adjusted by the Purchase Committee before publication





		Delivery time	Matching deadline of September 2022				
BONUS	Social and environmental impact	N/A					To be argued upon carbon footprint or other environmental benefits

10. ACTED's Special Conditions for Purchase for this tender are attached for the information of Bidders. When sending their offers to the present call for tender, Bidders acknowledge their agreement with these terms & conditions.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____

