

## CALL FOR TENDER ACTED LIBYA Instructions to Bidders

Date: 23/09/2022

Tender N°: T/14EAC/59AMOT/TIP/LIB/23092022

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

**PRODUCT SPECIFICATIONS:**

1. Description: **Training Service Provider to conduct the "Supporting CSOs with Digital Skills" activity.**
2. Product class / category: Training Services
3. Made in (origin of product): N/A
4. Product stage: N/A
5. Quantity/unit: Service

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

**RESPONSIBILITIES OF THE SUPPLIER:**

1. Place of delivery: **Linatawaan's Resource Centre's in both Tripoli and Benghazi.**
2. INCOTERM (delivery conditions): Delivery Duty Paid
3. Service implementation date: 4 months Starting from November 2022.
4. Minimum offer validity period required: Two (2) months from the date of the Offer

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

1	The present <b>Instructions to Bidders (PRO-05)</b> signed & stamped by the Bidder
2	An original <b>Offer Form (PRO-06)</b> dated, filled, signed & stamped by the Bidder ( <i>detailed as per the requested currency</i> )
3	The <b>Supplier Questionnaire Form (PRO-06.1)</b> dated, filled, signed & stamped by the Bidder
4	<b>ACTED Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder
5	<b>ACTED's General Conditions for Purchase</b> signed & stamped by the Bidder
6	Present <b>Bidder's Checklist (PRO-06.3)</b> filled, signed & stamped by the Bidder
7	The <b>valid Bidder's official registration documents (if it's a company)</b>
8	A copy of the <b>Bidder's legal representative ID or passport (compulsory)</b>
9	<b>Proofs of past performances</b> in similar trainings (e.g. past contracts, number of years in the business, Completion certificate of similar trainings)
10	Technical proposal as described in the Terms of reference (first part about the consultant and second part about the consultancy services)



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 in either English or French.

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is **14/10/2022 at 12AM Libyan Time** in ACTED office at the following address:

- ACTED Capital Office in Tunis: Immeuble Nour, Rue du Corail – Office A1-1, 1st floor ,1053- Les berges du Lac 2 –Tunis
- Offers can be submitted by email to [libya.tender@acted.org](mailto:libya.tender@acted.org) Cc [tender@acted.org](mailto:tender@acted.org) with the mention **“T/14EAC/59AMOT/TIP/LIB/23092022** Not to be opened before **14/10/2022”** as the subject of the email.

2. The submission of an offer by a bidder to this call for tender may not result in the award of a contract.
3. The offer must be submitted to ACTED Logistics department in a sealed envelope marked **“Not to be opened before 14/10/2022”** 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](mailto:transparency@acted.org).**

**SPECIAL CONDITIONS:**

1. Price:

The offers must be submitted in English and prices must be expressed in USD Including VAT. Bidders may submit offers for the entirety of the services indicated in the call for tender.

2. Bidders’ selection criteria will be evaluated as described below:

1	<b>Experience</b>	<b>Similar past contracts</b>	1	The provider has provided no past contract similar to the contract to award	The provider has provided at least one past contract similar to	N/A
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				the contract to award		
		<b>Amount of past contracts</b>	1	<b>No similar past contract provided</b> has an amount is equal or above the contract amount to be awarded	The amount of a similar past contract provided is <b>equal or above</b> the contract amount to be awarded	N/A
		<b>Positive past experience with ACTED</b>	1	The provider proved weaknesses in executing pas contracts awarded by ACTED as per provider database	The provider has a positive record as per ACTED provider database	N/A
		<b>Number of years in business</b>	1	The provider has been working in this business for less than 5 years	The provider has been working in this business for 5 years or more than 5 years	N/A
		<b>Positive reference check with other NGOs / private companies</b>	1	The provider has a negative record as per contacted NGOs / private companies (please list these NGOs/other companies in the "comment" column of the TC and record the	The provider has a positive record as per contacted NGOs / private companies (please list these NGOs/other companies in the "comment" column of the TC and record the	N/A





				emails received)	emails received)			
2	Reliability	Dedicated focal point for all request, available 5/7	3	No dedicated focal point provided	NA		Dedicated focal point available 5/7	NA
		Ability to work in collaboration with public and associative actors	2	Not Able to work with public actors or associated actors	Able to work with public actors or associated actors	Ability to work in collaboration with public and associative actors	NA	

3. Bids award criteria will be assessed through a:

**Scoring method**

Note:

- The scoring method consists in assessing all eligible offers based on a pre-defined scoring scale for each selection and/or award criteria. The best rated offer will be selected at the end of this process. Price may not account for less than 50% of the final score, unless authorized otherwise and stated in the present Instructions to Bidders.

3	Price	50	The price is score proportionally with the following formula : (lowest bidders' price/evaluated bidder's price)*50 Excel formula : price provider#X=MIN(price provider#1;price provider#2;[...];price provider#N)/price provider#X*50					
4	Quality	3	Minimum Diploma: Master's in media or information Technology with at least 5 years of experience providing trainings to	The provider have no related diploma and no experience	The provider have the diploma or the experience but not both or have a similar diploma with some experience.	The provider have a diploma in media or information technology and have less than 5 years or more of experience in providing	The provider have a diploma in media or information technology and have 5 years or more of experience in providing trainings to	NA





		CSOs in digitalization				trainings to CSOs in digitalization	CSOs in digitalization	
		Experience in the humanitarian field, preferably in the MENA region	3	The provider have no experience in similar training	The provider have no experience in humanitarian field and no experience in MENA region	The provider have experience in humanitarian field but not in MENA region	The provider have experience in humanitarian field and in MENA region	NA
		Knowledge of capacity development for grassroots organizations	3	No knowledge in capacity development and capacity development for grassroots organizations	Partial Knowledge in capacity development or capacity development for grassroots organizations	Knowledge in capacity development or capacity development for grassroots organizations	The provider have knowledge of capacity development for grassroots organizations	NA
		Experience in delivering trainings	3	No experience	1 year of experience providing trainings to CSOs in digitalization	>1 years of experience providing trainings to CSOs in digitalization	5 Years of Experience in similar training (number of participant, subject...)	NA
		Arabic and English language skills mandatory	3	No requested language offer	NA		Arabic and English language are offer	NA
		Methodology - Objective 1. Surveys and Assessments:	3	The provider does not propose a methodology Or the methodology doesn't fulfill requirements	The provider propose a methodology and does not fulfill requirements	The provider propose a good methodology and fulfills requirements	The provider propose an excellent methodology and fulfills requirements	NA
		Methodology - Objective 2. Access to Online Materials:	3	The provider does not propose a methodology Or the methodology doesn't fulfill requirements	The provider propose a methodology and does not fulfill requirements	The provider propose a good methodology and fulfills requirements	The provider propose a methodology that fulfill program requirement	NA
		Methodology - Objective 3. Kick-off and Onboarding:	3	The provider does not propose a methodology Or the methodology doesn't fulfill requirements	The provider propose a methodology and does not fulfill requirements	The provider propose a good methodology and fulfills requirements	The provider propose a methodology that fulfill program requirement	NA
		Methodology - Objective 4. Topic (1) Campaign Planning	3	The provider does not propose a methodology Or the methodology doesn't fulfill requirements	The provider propose a methodology and does not fulfill requirements	The provider propose a good methodology and fulfills requirements	The provider propose a methodology that fulfill program requirement	NA





		<b>Methodology - Objective 5. Topic (1) Campaign Planning</b>	3	The provider does not propose a methodology Or the methodology doesn't fulfill requirements	The provider propose a methodology and does not fulfill requirements	The provider propose a good methodology and fulfills requirements	The provider propose a methodology that fulfill program requirement	NA	
5	Availability	Planning	10	The planning exceed 4 months by 4 weeks and / or doesn't fulfill at all program requirement	The planning exceed 4 months by 3 weeks and fulfill all program requirement	The planning exceed 4 months by 2 weeks and fulfill all program requirement	The planning exceed 4 months by 1 week and fulfill all program requirement	The planning does not exceed 4 months (including selection, delivery of materials and reporting) and fulfill program requirement.	N/A
BONUS	Social and environmental impact		10	N/A				<b>To be argued upon carbon footprint or other environmental benefits</b> Must remain significant enough, measurable & verifiable (based on impact on CO2 or other environmental relevant data)	

4. 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: \_\_\_\_\_

