

**OFFER FORM ACTED *Tunisia / Libya***

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

Order ID: "OF/14EAC/59AMOT/TUN/PROG/26-7-2022"

Date (filled in by Bidders):

**To be Filled by Bidder (COMPULSORY)**

<b>Company's Name</b> (as per registration documents)	
<b>Company Authorized Representative's Name</b> (as per registration documents or duly signed Power of Attorney)	
<b>Company Registration Number</b>	
<b>Registration body</b>	
<b>Representation in the selected area (address if possible)</b>	
<b>Company's mailing address</b> Shop/Office/Building No Street name City Governorate/province/district Country	
<b>Commercial representative for the bid</b> (if different from authorized representative)	
<b>Phone contact number</b> Landline Mobile No	
<b>Email address</b>	

I undersigned (to be filled in by the Bidder) \_\_\_\_\_  
 agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.



**PLEASE FILL IN THE FOLLOWING TABLE:**

The Bidder must submit offer for the entirety of service indicated in the call for tender.

**UNIT AND TOTAL PRICES MUST BE INCLUSIVE OF ALL COSTS (MATERIALS, EQUIPMENT, WORKERS, INSURANCES, DELIVERY).**

**IF THERE IS AN ERROR IN THE CALCULATION OF THE TOTAL AMOUNT, ACTED WILL TAKE INTO CONSIDERATION THE UNIT PRICE INCLUDING ALL TAXES AND COSTS MENTIONED BY THE SUPPLIER**

**TECHNICAL SPECIFICATIONS**

N°	To be filled in by ACTED			To be filled in by the Bidder				
	Deliverables	Unit <sup>1</sup>	Quantity (1)	Country of residence (if travelling to field location is required)	Unit Price excluding taxes (USD) (2)	Unit Price including all costs & taxes (USD) (3)	Total Price excluding taxes (USD) (1) x (2)	Total Price including all costs & taxes (currency) (1) x (3)
<b>A-About the training :</b>								
A1	Proposed methodology	Framework	1					
A2	Training agenda	Agenda	1					
<b>B-Training content :</b>								
B1	Final training material (PPT) and handouts.	Set of documents	1					
B2	Handbook and toolbox to implement the activities	Set of documents	1					
B3	Pre and post tests for each training module and the overall supervision.	Service	1					
B4	Animation of training sessions with CSOs	Service	1					
B5	Satisfaction assessments for the training and for the supervision	Assessment	1					
<b>C- Training report :</b>								

<sup>1</sup> Please note that ACTED works contracts are based on an obligation of result, and not based on time consumption. Therefore, ACTED will not consider offers based on man-days as a unit. Offers must be submitted all costs and taxes inclusive for each deliverable.



C1	Final report and Monthly Progress report with feedback on training, supervision and recommendations	Reporting	1					
<b>Total Price USD</b>								

**DELIVERY CONDITIONS:**

	DELIVERY CONDITIONS REQUESTED BY ACTED	DELIVERY CONDITIONS OFFERED BY THE BIDDER (if different)
<b>DELIVERY ADDRESS</b>	<b>Linatawaan's Resource Centre's in both Tripoli and Benghazi.</b>	
<b>SERVICE IMPLEMENTATION DATE</b>	STARTING FROM NOVEMBER 2022	
<b>TRANSPORTATION MEAN</b> (if travelling to field location is required) Point of departure Expected travel distance (km/miles) Mode (road/air/sea) Vehicle brand, model & year or flight number		



**BIDDER'S CONDITIONS:**

	GENERAL CONDITIONS RECOMMENDED BY ACTED	GENERAL CONDITIONS OFFERED BY BIDDERS (if different)
<b>VALIDITY OF THE OFFER</b>	2 months minimum, ideally 4 months	
<b>TERMS OF PAYMENT</b>	By money transfer to a Company's bank account	

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

