



CALL FOR TENDER ACTED Lebanon Instructions to Bidders

Date: 24/11/2022

Tender N°: T/11EKW/82P/SYS/BRT/PRG/24-11-2022

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

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------|--|
| 1. Description: | Supply of Maintenance kit for the Rainwater Harvesting Systems |
| 2. Product class / category: | Equipment |
| 3. Product stage: | Finished |
| 4. Quantity/unit: | Refer to offer form |
| 5. Packaging requested: | Original box |

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

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|--|--|
| 1. Place of delivery: | ACTED office in Tripoli, North Lebanon |
| 2. INCOTERM (delivery conditions): | DDP- North of Lebanon |
| 3. Maximum date of delivery: | 10 working days after contract signature |
| 4. Minimum offer validity period required: | 6 months |

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	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
5	The Bidder's official registration documents
6	A copy of the Bidder's legal representative ID or passport
7	ACTED's General Conditions for Purchase signed & stamped by the Bidder
8	Catalogues requested in the Offer Form (PRO-06) in a separate sealed envelope
9	Any other compulsory item specified in the Bidder's Checklist (PRO-06.3)
10	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 in either English or French.

GENERAL CONDITIONS:





1. The **closing date** of this tender is **15 / 12/ 2022 at 5:00 pm** in ACTED office at the following address: 2nd lower ground floor, Atomium Twin Tower building (near Warde / opposite BOB), Achrafieh Street, Achrafieh, Beirut
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 **16/12/2022** 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. The payment will be done as an external transfer to the supplier's bank account or in the form of a letter addressed to ACTED's bank (Banque Libano Francaise,) where the supplier will redeem the cash from ACTED's banks account upon presentation of this letter. The payment comes with a 1% deduction as bank fees, which will be subtracted from the total amount owed to the supplier.
8. **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:

9. Project is 100% exempted from VAT.
10. Lots¹:
 - bidders **must** submit offers for the entirety of the items indicated in the call for tender.
11. Bidders' selection criteria will be evaluated as described below:

#	Criteria	Sub-criteria	Maximum Score	0 (0 if info not provided)	1	2	3
1	Experience	Similar past contracts	1	The bidder has provided no past contract similar to the contract to award	The bidder has provided at least one past contract similar to the contract to award	N/A	N/A
		Amount of past contracts	1	No similar past contract provided has an amount is equal or above the contract amount to be awarded	The amount of a similar past contract provided is equal or above the contract amount to be awarded	N/A	N/A
		Positive past experience with ACTED	1	The bidder proved weaknesses in executing pas contracts awarded by ACTED as per supplier database	The bidder has a positive record as per ACTED supplier database	N/A	N/A
		Number of years in business	1	The bidder has been working in this business for less than 5 years	The bidder has been working in this business for 5 years or more than 5 years	N/A	N/A
		Positive reference checks	1	The bidder has a negative record as per contacted NGOs / private companies	The bidder has a positive record as per contacted NGOs / private companies	N/A	N/A

¹To be adjusted by the Purchase Committee before publication





2	Reliability	Customer services (repair, return and exchange)	3	The bidder proposes none of the following services: - Repair - Refund - Exchange	The bidder proposes one of the following services: - Repair - Refund - Exchange	The bidder proposes two of the following services: - Repair - Refund - Exchange	The bidder proposes all of the following services: - Repair - Refund - Exchange
		Warranty	2	The supplier offers 0 year of warranty on provided items	The supplier offers 1 year of warranty on provided items	The supplier offers 2 years or more of warranty on provided items	N/A

12. Bids award criteria will be assessed through a:

Pass/fail method

Note:

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

Criteria	Sub-criteria	Maxi mum Score	0 (0 if info not provided)	1	2	3	4	5
Quality	N/A	30	Quality criteria for each item must be detailed here or in the Offer Form (PRO-06)					
Availability	Stock availability	5	The bidder has less than 50% of the required quantities available	The bidder has between 50% (included) and 60% of the required quantities available	The bidder has between 60% (included) and 70% of the required quantities available	The bidder has between 70% (included) and 80% of the required quantities available	The bidder has between 80% (included) and 90% of the required quantities available	The bidder has 90% or more of the required quantities available
	Delivery time	5	More than 10 working days more than requested delivery time	Up to 8 working days more than requested delivery time	Up to 6 working days more than requested delivery time	Up to 4 working days more than requested delivery time	Up to 2 working days more than requested delivery time	Equal or lower than requested delivery time
Social and environmental impact		5	N/A					To be argued upon carbon footprint or other environmental benefits

13. 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: _____

