



CALL FOR TENDER ACTED [oPt] Instructions to Bidders

Date: 01/12/2022

Tender N°: T/12MULTI/MULTI/EMR/RML/01-12-2022/001

Through this tender ACTED is requesting a company to provide detailed written offers for the supply of the following products: tents supplies, metal supplies and block structures.

PRODUCT SPECIFICATIONS:

- | | |
|---------------------------------|---|
| 1. Description: | Emergency materials |
| 2. Product class / category: | Emergency materials |
| 3. Made in (origin of product): | National / international (Israel origin excluded) |
| 4. Product stage: | New, in good condition, ready to be used |
| 5. Quantity/unit: | To be detailed in the attached Offer Form |
| 6. Packaging requested: | To be detailed in the attached Offer Form |

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

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|--|---|
| 1. Place of delivery: | To be indicated in the FWA |
| 2. INCOTERM (delivery conditions): | DDP/To various locations in West Bank based on need |
| 3. Maximum date of delivery: | NA |
| 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
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 **29 / 12 / 2022 at 4:00 PM** in ACTED office at the following address: Office NO. 603 & 604 in the 6th floor, Mikkawi_Commercial Complex, Al Masayef - the northern front of Ramallah and Al-Birah Cities.
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 and stamped envelope marked "Not to be opened before 30/12/2022 " and the Tender reference number above.
4. Unsealed and not stamped envelopes 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. 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 cannot be divided. **The Bidder must offer all items & quantities indicated for each lot. Bids for part of a lot only will not be considered.**
 - If the Bidder is awarded more than one lot, a single contract may be concluded including all lots.
9. Prohibited origin of goods and/or exclusions (if applicable): Israel
10. Bidders selection criteria will be evaluated as described below:

#	Criteria	Sub-criteria	Maximum Score	Minimum Score to pass	0 (0 if info not provided)	1	2	3
1	Experience	Similar past contracts: At least 2 similar past contracts must be provided	1	1	The bidder provided less than 2 past contracts similar to the contract to award	The bidder has provided at least two past contracts similar to the contract to award	N/A	N/A
		Amount of past contracts	1	1	No similar past contract provided has an amount equal or above the estimated contract amount to be awarded	The amount of a similar past contract provided is equal or above the estimated contract amount to be awarded	N/A	N/A
		Positive past experience with ACTED	2	1	The bidder proved huge weaknesses in executing past contracts awarded by ACTED as per supplier database	The bidder proved weaknesses in executing past contracts awarded by ACTED as per supplier database	The bidder has a positive record as per ACTED supplier database	N/A
		Number of years in business: At least 5 years of	1	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





		experience in the business						
2	Reliability	Customer services (repair, return and exchange)	3	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	1	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

11. 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.
- The minimum quality requirements for each item are listed in the Offer Form (PRO-06) as detailed technical specifications.
- The maximum delivery period that can be considered acceptable by ACTED for this tender is 7 calendar days.

Criteria	Sub-criteria	Maximum Score	Minimum Score to pass	0 (0 if info not provided)	1	2	3	4	5	
3	Quality The bidder has to offer items of the same specifications requested by ACTED	N/A	30	30	No item has an acceptable quality				All items have an acceptable quality	
4	Availability	Stock availability and capacity	5	5	Tents supplier has a capacity of manufacturing less than 5 tents/ week Metal Supplier has a capacity of manufacturing less than 5 Latrines and 2 structures/ week	NA	NA	Tents supplier has the capacity to manufacture 5 tents/ week Metal Supplier has the capacity to manufacture 5 Latrines and 2 structures/ week	Tents supplier has the capacity to manufacture 7 tents/ week Metal Supplier has the capacity to manufacture 7 Latrines and 4 structures/ week	Tents supplier has the capacity to manufacture 10 or more tents/week Metal Supplier has the capacity to manufacture 10 Latrines and 7 structures/ week Block Supplier has multiple resources to guarantee the ability to supply requested quantities
		Delivery Period	5	5	More than 7 days from the Purchase Order date	NA	NA	NA	NA	within 7 days or less from the Purchase Order date
BON US	Social and environmental impact	10	0	No environmental or greening measures are offered	Basic environmental and greening measures are offered	NA	NA	NA	creative and attainable environmental or greening measures are offered	

12. 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.

13. ACTED projects are VAT exempted; suppliers have to issue ZERO VAT invoices for emergency materials supplies.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____

