

## CALL FOR TENDER ACTED [BANGLADESH] Instructions to Bidders

**Date:** 02-03-2023

**Tender N°:** T/70MULTI/MULTI/MULTI/CXB/02-03-2023/001

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

**PRODUCT SPECIFICATIONS:**

- |                                 |  |
|---------------------------------|--|
| 1. Description:                 | <u>One Year Framework Agreement for Supply of Construction Materials</u> |
| 2. Product class / category:    | <u>Supply</u>  |
| 3. Made in (origin of product): | <u>Bangladesh</u>  |
| 4. Product stage:               | <u>Final/Ready to Use</u>  |
| 5. Quantity/unit:               | <u>As per Call of Purchase Order</u>                                     |
| 6. Packaging requested:         | <u>On Good Condition</u>   |

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

**RESPONSIBILITIES OF THE SUPPLIER:**

- |  |  |
|--|--|
| 1. Place of delivery:                      | <u>Kutupalong Camps 3,4,4Ext,5,1E,1W,2E,6,7 &amp;2W</u>        |
| 2. INCOTERM (delivery conditions):         | <u>DPP (Kutupalong Camps 3,4,4Ext,5,1E,1W,2E,6,7 &amp; 2W)</u> |
| 3. Maximum date of delivery:               | <u>15 Days following Purchase Order Issue</u>                  |
| 4. Minimum offer validity period required: | <u>Minimum 6 months (1 year recommended)</u>                   |

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 (Compulsory)
2	An original <b>Offer Form (PRO-06)</b> dated, filled, signed & stamped by the Bidder (Compulsory)
3	The <b>Supplier Questionnaire Form (PRO-06.1)</b> dated, filled, signed & stamped by the Bidder (Compulsory)
4	<b>ACTED Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder (Compulsory)
5	The <b>Bidder's official registration documents</b> (Trade Licence, ETIN Certificate, 13 Digit BIN Certificate, Bank Solvency Certificate) (Compulsory)
6	A copy of the <b>Bidder's legal representative NID or passport</b> (Compulsory)
7	<b>ACTED's General Conditions for Purchase</b> signed & stamped by the Bidder (Compulsory)
8	<b>ANNEXES – Proofs of past performances</b> in a similar field of activity (e.g. past deliveries of similar items) (compulsory)
9	The Bidding documents are filled in English (compulsory)
10	The <b>Bidder's Checklist (PRO-06.3)</b> 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.**



**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed on **23/03/2023 at 5:00 pm** Bangladesh Time
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 **27/03/2023**” and the Tender reference number above. Online submissions will be considered at the address [bangladesh.tender@acted.org](mailto:bangladesh.tender@acted.org) cc [tender@acted.org](mailto:tender@acted.org)
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:**

8. Lots<sup>1</sup>:
  - 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 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. Eligible or prohibited origin of goods and/or exclusions (if applicable): **[to be specified]**
10. 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	2	The bidder has provided no past contract similar to the contract to award	N/A	The bidder has provided at least one past contract similar to the contract to award	N/A
		Amount of past contracts	2	No similar past contract provided has an amount is equal or above the contract amount to be awarded	N/A	The amount of a similar past contract provided is equal or above the contract amount to be awarded	N/A
		Positive past experience with ACTED	2	The bidder proved <b>weaknesses</b> in executing pas contracts awarded by ACTED as per supplier database	N/A	The bidder has a positive record as per ACTED supplier database	N/A
		Number of years in business	2	The bidder has been working in this business for <b>less than 3 years</b>	N/A	The bidder has been working in this business for 3 years or more than 3 years	N/A
		Positive reference checks	2	The bidder has a <b>negative</b> record as per contacted NGOs / private companies	N/A	The bidder has a positive record as per contacted NGOs / private companies	N/A

<sup>1</sup>To be adjusted by the Purchase Committee before publication



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

11. 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.

Criteria	Sub-criteria	Maximum Score	0 (0 if info not provided)	1	2	3	4	5
3	Price	N/A	50	The price is scored proportionally from the lowest bid price				
4	Quality	N/A	30	Quality criteria for each item must be detailed here or in the Offer Form (PRO-06)				
5	Availability							
		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
BONUS	Social and environmental impact	5	N/A					To be argued upon carbon footprint or other environmental benefits

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.

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

