## CALL FOR TENDER ACTED SRILANKA

## Instructions to Bidders

Date: 19/04/2023

Tender N°: T/ 08DMD/25F/AEE/COL/MEAL/03.04.2023

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

**Product specifications:**

1. Description: External consultant for project external endline evaluation
2. Product class / category: Service
3. Made in (origin of product): National and International
4. Product stage: According to the attached Terms of Reference
5. Quantity/unit: As per the attached offer form
6. Packaging requested: n/a

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

**Responsibilities of the supplier:**

1. Place of delivery: **Sri Lanka, Batticaloa & Ampara districts of Eastern Province**

**Galle District of Southern Province**

1. INCOTERM (delivery conditions): As per the attached Terms of Reference
2. Maximum date of delivery: Two months from the Agreement signature date
3. Minimum offer validity period required: 03 Months from the date of quotation.

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 *(detailed as per the requested currency)* |
| 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 | Acopy of the **Bidder’s legal representative ID or passport** |
| 7 | **ACTED’s General Conditions for Purchase** signed & stamped by the Bidder |
| 8 | Technical offer including:* CV(s) of the personnel deployed (including field team);
* Organigram of the team structure;
* Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget;
* Technical proposal including a detailed methodology and work plan.
* Proof of insurance, policy for health and repatriation applicable in the county of intervention (for international consultant), certificate of less than 3 months) + (only for French consultant) URSAFF vigilance certificate less than 3 months old
 |
| 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 English.**

**General conditions:**

1. The **closing date** of this tender is **02nd May 2023 at 03.00 pm** in ACTED officeat the following address: ACTED, No 30, Asoka Garden, Colombo 04, Sri Lanka.
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 **02/05/2023** 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****.**

**Special conditions:**

1. 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 |

1. Bid prices shall be in LKR or USD;
2. Language of Bid :The language of the bidding document shall be English;
3. Bids award criteria will be assessed through a:

**Scoring method**  þ

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** |
| **1** | **Price** | **N/A** | **50** | **The price based on the deliverables is scored proportionally with an excel formula**  |
| **2** | **Quality** | **Experience or resumee** | **15** | The provider does not propose relevant experience or resumee | The provider proposes 0% to 20% relevant experience or resumme | The provider proposes 20% to 40% relevant experience or resumme | The provider proposes 40% to 60% relevant experience or resumme | The provider proposes 60% to 80% relevant experience or resumme | The provider proposes 80% to 100% relevant experience or resumme |
| **Methodology** | **15** | The provider does not propose a methodology | The provider proposes a methodology which meet between 0 and 20% of the requirements | The provider proposes a methodology which meet between 20 and 40% of the requirements | The provider proposes a methodology which meet between 40 and 60% of the requirements | The provider proposes a methodology which meet between 60 and 80% of the requirements | The provider proposes a methodology which meet between 80 and 100% of the requirements |
| **3** | **Availability**  | **Planning** | **15** | More than 4 weeks more than requested planning | More than 3 weeks more than requested planning | More than 2 weeks more than requested planning | More than 1 week more than requested planning | Equal or lower than requested planning | N/A |
| **BONUS** | **Social and environmental impact** | **10** | N/A | To be argued upon carbon footprint or other environmental benefits |

1. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_