INTERNATIONAL CALL FOR TENDER ACTED [YEMEN]
Instructions to Bidders

Date: 08-01-2024

Tender N°: T/15MULTI/15MULTI/T-Shelter & EESK/LOG/ALD/ADEN/YEM/08-01-2024/001

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

Specifications

1. Description:
   FWA for Supply and installation of T-SHELTER and EESK for IDP’s sites in Al Dhalee and Aden Governorates.

2. Product class / category:
   Supplies/works

3. Delivery Conditions:
   As described in the table below

<table>
<thead>
<tr>
<th>Lot</th>
<th>Description</th>
<th>FWA duration</th>
<th>Recommended Delivery Deadline/Deadline to begin implementation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lot 1: Supply and installation to construct/rehabilitate T-SHELTER and EESK with different sizes in targeted IDPs sites by Acted in Al Dhalee Gov.</td>
<td>2-year duration</td>
<td>Five (5) working days after sending Purchase Order to supply the materials and start the implementing.</td>
</tr>
<tr>
<td>2</td>
<td>Lot 2: Supply materials to construct/rehabilitate T-Shelter and EESK to targeted IDPs sites by Acted in Aden Gov.</td>
<td>2-year duration</td>
<td>Five (5) working days after sending Purchase Order to supply the materials and start the implementing.</td>
</tr>
</tbody>
</table>

الوصف:

1. اتفاقية اطارية لدوران وتركيب الخيام المتنقلة والطارئة المحذزة في مواقع النازحين في محافظات الضالع وعدن

2. تصنيف المنتج / الغة: توريدات/أشغال

3. شروط التسليم: بحسب التفاصيل في الجدول أدناه
Responsibilities of the supplier:

1. **Place of delivery:**
   - Al-Dhalee & Aden Governorate, Yemen

2. **Maximum date of delivery:**
   - Five (5) working days after sending Purchase Order to supply the materials and start the implementing.

3. **Minimum offer validity period required:**
   - 12 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 (compulsory)
   - لائحة ملخصية لملف العطاءات (الحاجز)

2. An original Offer Form (PRO-06) dated, signed & stamped by the Bidder (detailed as per the requested currency) (compulsory)
   - نموذج العطاء الأساسي (الحاجز)

3. The Supplier Questionnaire Form (PRO-06.1) dated, signed & stamped by the Bidder (compulsory)
   - استمارة المورّد (الحاجز)

4. ACTED Ethical Declaration (PRO-06.2) dated, signed & stamped by the Bidder (compulsory)
   - إجباري

5. The Bidder's official registration documents:
   - a. Copy of ID or passport of legal representative (recommended)
   - b. Copy of VALID Company Tax ID (compulsory)
   - c. Copy of VALID Company Registration (compulsory)

6. ACTED’s General Conditions for Purchase signed & stamped by the Bidder (compulsory)
   - الشروط العامة للشراء الخاصة بمنظمة أكتد

7. A bank guarantee that is non-cancellable and must be valid for (1) month from opening session date, with an amount of $2,000. For email submission, the original bank guarantee should be delivered to ACTED Aden office before tender closing date. (compulsory)
   - تقدم خامضًا محلة غير قابل للإلغاء صالحة لمدة شهر بقيمة 2،000$، بالنسبة للمتقدم عبر الإيميل يجب أن يعتمد على صلاحيات البنك إلى مكتب مقدم العطاء عند وقت المحدد لإغلاق العطاء (إجباري)

8. The Bidder’s Checklist (PRO-06.3) dated, signed & stamped by the Bidder (compulsory)
   - قائمة التحقق الخاصة بقدم العطاء (الحاجز)

9. Proof of past experience implementing a similar work/supplies for NGO’s/INGO’s through previously signed contracts and list of 3 references check (recommended)
   - استيفاء تجربة سابقة في العمل وإعداد قائمة ب 3 جهات تعامل تم توصية

10. Technical specifications and photos or catalogues for the item proposed should be included in the technical offer Attached (recommended)
    - يرجى تقديم الموصفات الفنية والصور والمكتبات الخاصة بالعناصر المفترض في العطاء الفني المرفق (إجباري)

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The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder (compulsory)
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 signed & stamped by the Bidders in order to be considered as eligible. It is important to note that all documents must be filled, dated, and conducted a document check, whereby all the documents provided by each bidder submitted by email are checked and compared to the Bidder’s Checklist, where the list of mandatory documents is provided. Only bidders who provide all requested mandatory documents can be deemed eligible and proceed to the next stage of the tender process.

ACTED will hold a Tender Opening Session on 29-01-2024 at 11:00 AM (Yemen time).

The Tender Opening Session involves the opening of all offers and conducting a document check, whereby all the documents provided by each bidder submitted by email are checked and compared to the Bidder’s Checklist, where the list of mandatory documents is provided. Only bidders who provide all requested mandatory documents can be deemed eligible and proceed to the next stage of the tender process.

All documents shall be submitted in English. Certificates and official documents shall be submitted in Arabic and/or English.

ACTED reserves the right to request any further information, details, breakdown or price confirmation for delivery at any time during the tendering process.

Bidders must submit a price for all items in a lot in order to be considered. ACTED reserves the right to reject a bidder who did not offer a price for each line.

Offers will not be accepted via Google Drive, Dropbox, WeTransfer links, or any similar links, and if the attachments require permission or password.

Each page of tender documents must be stamped. Any pages requesting a signature must be signed and stamped.

Bidders are requested to fill in, sign, stamp and return the Offer Form, using the provided ACTED forms ONLY. Bids that do not use the ACTED forms will not be considered.
10. All questions should be directed to ACTED Yemen Logistics department at yemen.tender@acted.org with tender@acted.org in CC.

11. ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their bids to ACTED.

12. 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.

13. Collusive practices are prohibited and will lead to offers rejection.

14. 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:

15. Lots:
- 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.

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- يتم تقسيم المناقصة إلى عدة مجموعات؛ فإن تقديم العطاء يجوز له أن يقدم عطاءات لمجموعة واحدة من المجموعات أو لأجزاء من المجموعات كلها. كل جزء قد يخضع لمعايير إجراءات قبل تقديم العطاءات كما تمت عادة بصفة الأصناف والكميات لكل مجموعة.
- في حالة رفض المناقصة على تقديم العطاء في أكثر من جزء من المناقصة، حاول تقديم إسهام واحد يحتوي على جميع الأجزاء.
16. **Bidders’ selection criteria will be evaluated as described below:**

<table>
<thead>
<tr>
<th>#</th>
<th>Criteria</th>
<th>Maximum Score</th>
<th>Sub-criteria</th>
<th>Maximum Score</th>
<th>Minimum Score to Pass</th>
<th>Minimum Score (if info not provided)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Experience</td>
<td>10</td>
<td>Similar past contracts</td>
<td>2</td>
<td>The bidder has provided no past contract similar to the contract to award</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>amount of past contracts</td>
<td>2</td>
<td>No similar past contract provided has an amount is equal or above the contract amount to be awarded</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Positive past experience with ACTED</td>
<td>2</td>
<td>The bidder proved weaknesses in executing past contracts awarded by ACTED as per supplier database</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of years in business</td>
<td>2</td>
<td>The bidder has been working in this business for less than 5 years</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Positive reference checks</td>
<td>2</td>
<td>The bidder has a negative record as per contacted NGOs/private companies</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

17. **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.

- **Minimum quality requirements for each item in the Offer Form (PRO-06) by adding detailed technical specifications.**
- **The maximum availability deadline that can be considered acceptable by ACTED for this tender as specified in the Bidder’s responsibilities.**

**طريقة التنجيد / الشغل:**

- تتكون طريقة التنجيد / الشغل من تقييم المكون الفني للعروض من اختيار أدنى سعر.
- **الاحدى الأدنى لتقديرات الجودة لكل بند في نموذج العرض (PRO-06)، لن וא婪ت ل떨الة المصابات الفنية للاقصائية.**
- **أقصى موعد نهائي الذي تقبل فيه منظمة أكتد (ACTED) للتأقلم المقدم كما هو محدد في مسؤوليات مقدم العطاء**
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Sub-criteria</th>
<th>Maximum Score</th>
<th>Minimum score to pass</th>
<th>0 (if info not provided)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Price</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>The price is scored proportionally from the lowest bid price.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2 Quality</td>
<td>N/A</td>
<td>30</td>
<td>30</td>
<td>Quality criteria for each item must be detailed here or in the Technical Offer Form (PRO-06)</td>
<td></td>
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</tr>
<tr>
<td>3 Availability</td>
<td>Date of start of work and delivery of materials</td>
<td>5</td>
<td>3</td>
<td>More than 10 working days</td>
<td>N/A</td>
<td>N/A</td>
<td>Between 5 to 10 working days</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4 Social and</td>
<td>N/A</td>
<td>5</td>
<td>0</td>
<td>N/A</td>
<td></td>
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<tr>
<td>environmental impact</td>
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</tbody>
</table>

Company Name: _____________________________

Authorized Representative Name: _____________________________

Signature & Stamps: _____________________________