## CALL FOR TENDER ACTED Lebanon

## Instructions to Bidders

Date: 30/04/2024

Tender N°: *11EKA/D65ALP/BEIRUT/PROGRAMS/30-04-2024*

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 and install of SCADA system in Lehfed
2. Product class / category: WORKS
3. Product stage: Works / Products: Final
4. Quantity/unit: Refer to offer form

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

**Responsibilities of the supplier:**

1. Place of delivery: Lehfed, North Lebanon
2. INCOTERM (delivery conditions): DDP Lehfed, North Lebanon
3. Maximum date of delivery: 4 weeks after contract signature
4. Minimum offer validity period required: 6 months min; ideally 9 months

The application might be declared ineligible if the documents listed in the above table are missing.Then 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 | ANNEXES – **Proofs of past performances** in a similar field of activity (e.g. past deliveries of similar Services, recommendation letter, completion certificate etc) are provided |
| 9 | A **catalogue and technical specifications** of the products or if there are different options |
| 10 | **Detailed work plan** |
| 11 | Any other compulsory item specified in the **Bidder’s Checklist (PRO-06.3)** |
| 12 | 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, physically signed & stamped by the Bidders in order to be considered as eligible, then could be submitted either by email (Scanned) or hard copy to ACTED offices. In Case the tender packages size exceeds 8 MB, the email will not be received in ACTED's mailbox, it is thus recommended to send them via we transfer. ACTED only accepts bids that have been filled in in either English or French.**

**General conditions:**

1. The **closing date** of this tender is on **28/05/2024 at** 5:00 pm in ACTED officeat 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 **23/05/2024** and the Tender reference number above **OR** by email to [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org) cc: [tender@acted.org](mailto:tender@acted.org)
4. Unsealed 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**](mailto:transparency@acted.org)**.**

**Special conditions:**

1. Prices should include delivery costs to required locations.
2. Works duration must be 4 weeks after contract signature.
3. This project is 100% VAT exempted.
4. 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.
5. Eligible or prohibited origin of goods and/or exclusions (if applicable): N/A
6. Bidders’ selection criteria will be evaluated as described below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Criteria** | **Sub-criteria** | **Minium score** | **Maximum Score** | **0** (0 if info not provided) | **1** | **2** | **3** |
| **1** | **Experience** | **Similar past contracts** | **1** | **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** | **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** | **0** | **1** | 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 | N/A |
| **Number of years in business** | **0** | **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** | **0** | **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 |
| **2** | **Reliability** | **Customer services (repair, return and exchange)** | **1** | **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** | **1** | **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 |

1. Bids award criteria will be assessed through a:

**PASS/FAIL method**

Note:

1. Bids award criteria will be assessed through a: **PASS/FAIL method**
2. 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** | **Minimum Score** | **Maximum Score** | **0 (0 if info not provided)** | **1** | **2** | **3** | **4** | **5** |
| **3** | **Price** | **N/A** | **N/A** | **50** | **The price is scored proportionally from the lowest bid price** | | | | | |
| **4** | **Quality** | **Catalogues** | **16** | **20** | Only 50% or less of the materials are submitted as catalogues and comply with the specifications provided  0 points | Only 60% or less of the materials are submitted as catalogues and comply with the specifications provided  4 points | Only 70% or less of the materials are submitted as catalogues and comply with the specifications provided  8 points | Only 80% or less of the materials are submitted as catalogues and comply with the specifications provided  12 points | Only 90% or less of the materials are submitted as catalogues and comply with the specifications provided  16 points | 100% or less of the materials are submitted as catalogues and comply with the specifications provided  20 points |
| **Workplan** | **5** | **10** | The contractor does not propose a workplan  0 point | The contractor’s workplan includes one of the following element: - overlap of work - completion rate - consistency in works sequence - quantities  2.5 points | The contractor’s workplan includes two of the following element: - overlap of work - completion rate - consistency in works sequence - quantities  5 points | The contractor’s workplan includes three of the following element: - overlap of work - completion rate - consistency in works sequence - quantities  7.5 points | The contractor’s workplan includes all of the following element: - overlap of work - completion rate - consistency in works sequence - quantities  10 points | N/A |
| **5** | **Availability** | **Delivery time** | **14** | **14** | For more than 4 weeks  0 point | N/A | N/A | N/A | N/A | Equal or lower than 4 weeks  14 points |
| **BONUS** | **Social and environmental impact** | | **0** | **10** | N/A | N/A | N/A | N/A | N/A | To submit CSR Policy and / or Environmental Policy  10 points |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_