



**Instructions to bidders ACTED Syria**

Date: 07/08/2024

Reference Number T/16MULTI/SHELTER-CONSULTANCY/07-08-2024/1

ACTED is requesting through this tender an individual consultant/ consultant team to provide detailed **financial and technical offers** for the provision of the following consultancy services:

**SPECIFICATIONS: REFER TO THE TERMS OF REFERENCE IN THE PRESENT DOCUMENT**

**DESCRIPTION:** COMPREHENSIVE ASSESSMENT OF SHELTER CONDITIONS IN NORTHEAST SYRIA CAMPS AND DEVELOPMENT OF MINIMUM SHELTER STANDARDS.

OUTCOME	Improved understanding and response to the shelter situation in NES camps.
LOCATIONS	Northeast Syria (Areesha, Serekaniye, Washokani, and Abu Khashab Camps)
OBJECTIVES OF THE EVALUATION	Contribute to a more effective and coordinated shelter response in NES camps and enhancing the overall resilience and quality of life for camp residents.
ASSIGNMENT SUMMARY	The successful firm / consultant will work towards improving the knowledge base of shelters in camps in Northeast Syria, with specific focus on leading the development of the shelter minimum standards for NES camps.
INTERNAL RELATIONS	Reporting to Deputy Country Director, with functional ties to Area Coordinators.
EXTERNAL RELATIONS	SNFI Working Group, Technical Departments and relevant authorities.
DATES	Start date in Q4 2024

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: **The Consultancy is expected to start in September/October 2024**
2. Validity of the offer: **2 months minimum**

**GENERAL CONDITIONS:**

1. The closing date of this tender is fixed on **25/08/2024 at 14:00 local time (EEST)**<sup>1</sup>, offers should be submitted by email at:

To : [syria.operations@acted.org](mailto:syria.operations@acted.org)

CC : [tender@acted.org](mailto:tender@acted.org)

2. The offer to the tender is not a guarantee of being awarded a contract and ACTED is not responsible for any costs or expenses incurred by the Bidders about the preparation and submission of their bids.

3. A tender Information session will take place on the 14/08/2024, at 13:00 (EEST). To join please click on the following link.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MiQxMWYzNTMtZDM0ZS00NzZjLWFhNTItNWJmODM0MTIINGEx%40thread.v2/0?content=%7b%22id%22%3a%22d200e903-19b0-452e-bd21-d1aa011390d5%22%2c%22oid%22%3a%22d98c2ac0-7b29-4212-8103-17d7d2514ebe%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MiQxMWYzNTMtZDM0ZS00NzZjLWFhNTItNWJmODM0MTIINGEx%40thread.v2/0?content=%7b%22id%22%3a%22d200e903-19b0-452e-bd21-d1aa011390d5%22%2c%22oid%22%3a%22d98c2ac0-7b29-4212-8103-17d7d2514ebe%22%7d)

Meeting ID: 312 366 985 626

Passcode: HmPLet

<sup>1</sup> : The closing date might be extended.



4. Late offers will not be considered.

5. For all inquiries regarding this tender, please e-mail the bellow email address, not later than **21/08/2024 at 16:00 local time (EEST)**

To : [syria.operations@acted.org](mailto:syria.operations@acted.org)

CC : [tender@acted.org](mailto:tender@acted.org)

All questions shall be addressed in "Reply all" to the email you received this tender document.

**RESPONSIBILITES OF THE CONSULTANT:**

1. The answers to this tender should include the following elements:

- One email for Technical Offer (Envelope 1 out of 2) or (File 1 out of 2) must be clearly marked 'Technical Offer – not to be opened before 26/08/2024', and include the following documentation:

1. <b>Form PRO-05 – Instructions to Bidders</b> is attached, filled, signed and stamped by the bidder (electronic signature and/or stamp is not accepted) <b>(compulsory)</b> <b>Shall be sent in envelop 1 out of 2</b>
2. <b>Acted's Terms of Reference</b> , filled, signed, and stamped by the bidder (electronic signature and/or stamp is not accepted) <b>(compulsory)</b> <b>Shall be sent in envelop 1 out of 2</b>
3. <b>Bidder's supporting documents</b> (Educational Certificate, CV, Expression of Interest, Related Experience Proofs, Method Statement, Work Plan, and References.  Expression of Interest, Method Statement, and Work Plan shall be filled, signed, and stamped by the bidder. (electronic signature and/or stamp is not accepted) <b>(compulsory for Technical Evaluation)</b> <b>Shall be sent in envelop 1 out of 2</b>
4. <b>The bidder legal registration</b> (if the applicant is consultant firm) along with company owner or representative ID. <b>(compulsory for contracting stage)</b> <b>Consultant's ID</b> (if the applicant is individual). <b>(compulsory for contracting stage)</b> <b>Shall be sent in envelop 1 out of 2</b>

- One Email for Financial Offer (Envelope 2 out of 2) or (File 2 out of 2) must be clearly marked 'Financial Offer – not to be opened before 26/08/2024', and includes the following documentation:

1. Form PRO-06 – ACTED's Financial Offer Form is attached, filled in US Dollar (\$), inclusive of all taxes, signed (and stamped if the applicant is a company) by the bidder, (electronic signature and/or stamp is not accepted) <b>(compulsory)</b> <b>Shall be sent in envelop 2 out of 2</b>
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**SPECIFIC CONDITIONS:**

1. ACTED will accept one final offer from each bidder that participates in the Tender. If a bidder wishes to submit an updated offer, after submitting their first offer but before the closing date, this should be clearly marked on the document, and the email subject.
2. Each Bid shall include a unique company or consultant name, representative and signature, phone number, and email address. Any similarities between offers could result in the bid being rejected.
3. Company Stamps (if the applicant is a company) should be unique, and should include the company name. All information contained in the stamp should be unique to the company submitting the offer. Bidders who use multi stamps will not be considered.



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4. The offer will not be considered eligible if white ink is used, or price corrections are done by hand.
5. Bidders are welcome to submit additional supporting documents, but all documents mentioned as "compulsory" in Bidder's Check-list must be included using ACTED's template.
- 6. Electronic stamp and signature are not accepted.**
7. In case of miscalculation in the total prices, the unit prices will be considered.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_ Date: \_\_\_\_\_