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## OFFER FORM ACTED ARMENIA

Tender N° (filled in by ACTED): *T/66FZP/BFY/MKS/YEREVAN/04-03-2025* N° 002-20250403

Order ID (filled in by ACTED): *T/66FZP/BFY/MKS/YEREVAN/04-03-2025*

Date (filled in by Bidders): XXX

## To be Filled by Bidder (COMPULSORY)

|  |  |
| --- | --- |
| **Company’s Name** (as per registration documents) |  |
| **Company Authorized Representative’s Name**(as per registration documents or duly signed Power of Attorney) |  |
| **Company Registration Number**  |  |
| **Registration body** |  |
| **Company’s mailing address**Shop/Office/Building NoStreet nameCityGovernorate/province/districtCountry |  |
| **Commercial representative for the bid** (if different from authorized representative) |  |
| **Phone contact number**LandlineMobile No |  |
| **Email address** |  |

I undersigned (to be filled in by Bidders) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

**Please fill in the following tables, one for each lot:**

* The Bidder must offer all items & quantities indicated. Bids for part of a lot only will not be considered.
* The Bidder must submit offer for the entirety of the items and quantities indicated in the call for tender.

**Unit and Total prices must be inclusive of all costs (transportation, loading/offloading, applicable taxes, etc.).**

**Please attach any technical description of items such as catalogs, and samples as requested below.**

**Lot 1: JERMUK**

|  |  |  |
| --- | --- | --- |
|  | **To be filled in by ACTED** | **To be filled in by the Bidder** |
| **N°** | **Items description & technical specifications** | **Pictures requested** YES/NO | **Unit** | **Quantity****(1)** | **Proposed description & technical specifications**(include brand & model if applicable) | **Quantity currently available in stock** | **Country of Origin**(made in) | **Material**(made out of)  | **Packaging material** | **Unit Price excluding taxes*****(currency)*****(2)** | **Unit Price including all costs & taxes*****(currency)*****(3)** | **Total Price excluding taxes*****(currency)*****(1) x (2)** | **Total Price including all costs & taxes*****(currency)*****(1) x (3)** |
| 1 | **Office adjustable chair** | YES | PC | 2 |  |  |  |  |  |  |  |  |  |
| 2 | **Bookshelf** **Dimensions: 45 x 80-120 x 200 cm****With two glass doors and two shelves****With a closed cabinet and one shelf below****Color: black** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| **Total price** ***(currency)*** |  |  |

**Delivery conditions:**

|  |  |  |
| --- | --- | --- |
|  | **Delivery conditions requested by ACTED** | **Delivery conditions offered by the Bidder** (if different) |
| **Incoterm** | **DDP** |  |
| **Delivery address** | **Jermuk Municipality** |  |
| **Delivery date** | **Within 5 days from contract signature** |  |

**Lot 2: ARENI**

|  |  |  |
| --- | --- | --- |
|  | **To be filled in by ACTED** | **To be filled in by the Bidder** |
| **N°** | **Items description & technical specifications** | **Pictures required** YES/NO | **Unit** | **Quantity****(1)** | **Proposed description & technical specifications**(include brand & model if applicable) | **Quantity currently available in stock** | **Country of Origin**(made in) | **Material**(made out of)  | **Packaging material** | **Unit Price excluding taxes*****(currency)*****(2)** | **Unit Price including all costs & taxes*****(currency)*****(3)** | **Total Price excluding taxes*****(currency)*****(1) x (2)** | **Total Price including all costs & taxes*****(currency)*****(1) x (3)** |
| 1 | **Desk** **Sixe: 120\*60****Material: Laminated** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| 2 | **Office adjustable chair** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| **Total price** ***(currency)*** |  |  |

**Delivery conditions:**

|  |  |  |
| --- | --- | --- |
|  | **Delivery conditions requested by ACTED** | **Delivery conditions offered by the Bidder** (if different) |
| **Incoterm** | **DDP** |  |
| **Delivery address** | **Areni Municipality** |  |
| **Delivery date** | **Within 5 days from contract signature** |  |

**Lot 3: YEGHEGIS**

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| --- | --- | --- |
|  | **To be filled in by ACTED** | **To be filled in by the Bidder** |
| **N°** | **Items description & technical specifications** | **Pictures required** YES/NO | **Unit** | **Quantity****(1)** | **Proposed description & technical specifications**(include brand & model if applicable) | **Quantity currently available in stock** | **Country of Origin**(made in) | **Material**(made out of)  | **Packaging material** | **Unit Price excluding taxes*****(currency)*****(2)** | **Unit Price including all costs & taxes*****(currency)*****(3)** | **Total Price excluding taxes*****(currency)*****(1) x (2)** | **Total Price including all costs & taxes*****(currency)*****(1) x (3)** |
| 1 | **Desk****Sixe: 120\*60****Material: Laminated** | YES | PC | 2 |  |  |  |  |  |  |  |  |  |
| 2 | **Bookshelf****Dimensions: 45 x 80-120 x 200 cm****With two glass doors and two shelves****With a closed cabinet and one shelf below****Color: black** | YEZ | PC | 2 |  |  |  |  |  |  |  |  |  |
| **Total price** ***(currency)*** |  |  |

**Delivery conditions:**

|  |  |  |
| --- | --- | --- |
|  | **Delivery conditions requested by ACTED** | **Delivery conditions offered by the Bidder** (if different) |
| **Incoterm** | **DDP** |  |
| **Delivery address** | **Yeghegis Municipality** |  |
| **Delivery date** | **Within 5 days from contract signature** |  |

**Lot 4: Yeghegnadzor**

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| --- | --- | --- |
|  | **To be filled in by ACTED** | **To be filled in by the Bidder** |
| **N°** | **Items description & technical specifications** | **Pictures required** YES/NO | **Unit** | **Quantity****(1)** | **Proposed description & technical specifications**(include brand & model if applicable) | **Quantity currently available in stock** | **Country of Origin**(made in) | **Material**(made out of)  | **Packaging material** | **Unit Price excluding taxes*****(currency)*****(2)** | **Unit Price including all costs & taxes*****(currency)*****(3)** | **Total Price excluding taxes*****(currency)*****(1) x (2)** | **Total Price including all costs & taxes*****(currency)*****(1) x (3)** |
| 1 | **Office adjustable chair** | YES | PC | 2 |  |  |  |  |  |  |  |  |  |
| **Total price** ***(currency)*** |  |  |

**DELIVERY CONDITIONS:**

|  |  |  |
| --- | --- | --- |
|  | **Delivery conditions requested by ACTED** | **Delivery conditions offered by the Bidder** (if different) |
| **Incoterm** | **DDP** |  |
| **Delivery address** | **Yeghegnadzor Municipality** |  |
| **Delivery date** | **Within 5 days from contract signature** |  |

**Lot 5: Gavar**

|  |  |  |
| --- | --- | --- |
|  | **To be filled in by ACTED** | **To be filled in by the Bidder** |
| **N°** | **Items description & technical specifications** | **Pictures required** YES/NO | **Unit** | **Quantity****(1)** | **Proposed description & technical specifications**(include brand & model if applicable) | **Quantity currently available in stock** | **Country of Origin**(made in) | **Material**(made out of)  | **Packaging material** | **Unit Price excluding taxes*****(currency)*****(2)** | **Unit Price including all costs & taxes*****(currency)*****(3)** | **Total Price excluding taxes*****(currency)*****(1) x (2)** | **Total Price including all costs & taxes*****(currency)*****(1) x (3)** |
| 1 | **Bookshelf** **Size: 1200х 400 х 1800****Material: laminated** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| 2 | **Desk****Sixe: 140\*80\*80****Material: Laminated** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| **Total price** ***(currency)*** |  |  |

**Delivery conditions:**

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| --- | --- | --- |
|  | **Delivery conditions requested by ACTED** | **Delivery conditions offered by the Bidder** (if different) |
| **Incoterm** | **DDP** |  |
| **Delivery address** | **Gavar Municipality** |  |
| **Delivery date** | **Within 5 days from contract signature** |  |

**Lot 6: VARDENIS**

|  |  |  |
| --- | --- | --- |
|  | **To be filled in by ACTED** | **To be filled in by the Bidder** |
| **N°** | **Items description & technical specifications** | **Pictures required** YES/NO | **Unit** | **Quantity****(1)** | **Proposed description & technical specifications**(include brand & model if applicable) | **Quantity currently available in stock** | **Country of Origin**(made in) | **Material**(made out of)  | **Packaging material** | **Unit Price excluding taxes*****(currency)*****(2)** | **Unit Price including all costs & taxes*****(currency)*****(3)** | **Total Price excluding taxes*****(currency)*****(1) x (2)** | **Total Price including all costs & taxes*****(currency)*****(1) x (3)** |
| 1 | **Desk****Size: 120x60x75****Material: Laminated** | YES | PC | 2 |  |  |  |  |  |  |  |  |  |
| 2 | **Chairs** | YES | PC | 5 |  |  |  |  |  |  |  |  |  |
| 3 | **Bookshelf for Vardenis Municipality****Size: 45 x 76 x 180** | YES | PC | 2 |  |  |  |  |  |  |  |  |  |
| **Total price** ***(currency)*** |  |  |

**Delivery conditions:**

|  |  |  |
| --- | --- | --- |
|  | **Delivery conditions requested by ACTED** | **Delivery conditions offered by the Bidder** (if different) |
| **Incoterm** | **DDP** |  |
| **Delivery address** | **Vardenis Municipality** |  |
| **Delivery date** | **Within 5 days from contract signature** |  |

**Lot 7: SEVAN**

|  |  |  |
| --- | --- | --- |
|  | **To be filled in by ACTED** | **To be filled in by the Bidder** |
| **N°** | **Items description & technical specifications** | **Pictures required** YES/NO | **Unit** | **Quantity****(1)** | **Proposed description & technical specifications**(include brand & model if applicable) | **Quantity currently available in stock** | **Country of Origin**(made in) | **Material**(made out of)  | **Packaging material** | **Unit Price excluding taxes*****(currency)*****(2)** | **Unit Price including all costs & taxes*****(currency)*****(3)** | **Total Price excluding taxes*****(currency)*****(1) x (2)** | **Total Price including all costs & taxes*****(currency)*****(1) x (3)** |
| 1 | **Office chairs for Sevan Municipality** | YES | PC | 15 |  |  |  |  |  |  |  |  |  |
| 2 | **Desk****Size: 120x60x75****Material: Laminated** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| 3 | **Bookshelf****Size: 45 x 76 x 180** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| **Total price** ***(currency)*** |  |  |

**Delivery conditions:**

|  |  |  |
| --- | --- | --- |
|  | **Delivery conditions requested by ACTED** | **Delivery conditions offered by the Bidder** (if different) |
| **Incoterm** | **DDP** |  |
| **Delivery address** | **Sevan Municipality** |  |
| **Delivery date** | **Within 5 days from contract signature** |  |

**LOT 8: TCHAMBARAK**

|  |  |  |
| --- | --- | --- |
|  | **To be filled in by ACTED** | **To be filled in by the Bidder** |
| **N°** | **Items description & technical specifications** | **Pictures required** YES/NO | **Unit** | **Quantity****(1)** | **Proposed description & technical specifications**(include brand & model if applicable) | **Quantity currently available in stock** | **Country of Origin**(made in) | **Material**(made out of)  | **Packaging material** | **Unit Price excluding taxes*****(currency)*****(2)** | **Unit Price including all costs & taxes*****(currency)*****(3)** | **Total Price excluding taxes*****(currency)*****(1) x (2)** | **Total Price including all costs & taxes*****(currency)*****(1) x (3)** |
| 1 | **Office adjustable chair** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| 2 | **Office chairs** | YES | PC | 4 |  |  |  |  |  |  |  |  |  |
| 3 | **Desk****Material: Laminated grey** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| 4 | **Bookshelf****Size: 45 x 76 x 180 grey** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| **Total price** ***(currency)*** |  |  |

**DELIVERY CONDITIONS:**

|  |  |  |
| --- | --- | --- |
|  | **Delivery conditions requested by ACTED** | **Delivery conditions offered by the Bidder** (if different) |
| **Incoterm** | **DDP** |  |
| **Delivery address** | **Tchambarak Municipality** |  |
| **Delivery date** | **Within 5 days from contract signature** |  |

**LOT 9: tatev**

|  |  |  |
| --- | --- | --- |
|  | **To be filled in by ACTED** | **To be filled in by the Bidder** |
| **N°** | **Items description & technical specifications** | **Pictures required** YES/NO | **Unit** | **Quantity****(1)** | **Proposed description & technical specifications**(include brand & model if applicable) | **Quantity currently available in stock** | **Country of Origin**(made in) | **Material**(made out of)  | **Packaging material** | **Unit Price excluding taxes*****(currency)*****(2)** | **Unit Price including all costs & taxes*****(currency)*****(3)** | **Total Price excluding taxes*****(currency)*****(1) x (2)** | **Total Price including all costs & taxes*****(currency)*****(1) x (3)** |
| 1 | **Bookshelf for Tatev Municiplaity****Size: 200х 90 х 40****Material: laminated****Color: light grey** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| 2 | **Desk for Tatev Municiplaity****Sixe: 120\*70\*75****Material: Laminated****Color: light grey** | YES | PC | 1 |  |  |  |  |  |  |  |  |  |
| **Total price** ***(currency)*** |  |  |

**DELIVERY CONDITIONS:**

|  |  |  |
| --- | --- | --- |
|  | **Delivery conditions requested by ACTED** | **Delivery conditions offered by the Bidder (if different)** |
| **Incoterm** | **DDP** |  |
| **Delivery address** | **Tatev Municipality** |  |
| **Delivery date** | **Within 5 days from contract signature** |  |

**LOT 10: Dilijan**

|  |  |  |
| --- | --- | --- |
|  | **To be filled in by ACTED** | **To be filled in by the Bidder** |
| **N°** | **Items description & technical specifications** | **Pictures required YES/NO** | **Unit** | **Quantity****(1)** | **Proposed description & technical specifications****(include brand & model if applicable)** | **Quantity currently available in stock** | **Country of Origin****(made in)** | **Material****(made out of)**  | **Packaging material** | **Unit Price excluding taxes*****(currency)*****(2)** | **Unit Price including all costs & taxes*****(currency)*****(3)** | **Total Price excluding taxes*****(currency)*****(1) x (2)** | **Total Price including all costs & taxes*****(currency)*****(1) x (3)** |
| **1** | **Bookshelf** **Size: 160х 90 х 40****Material: Laminated****Color: light brown** | **YES** | **PC** | **2** |  |  |  |  |  |  |  |  |  |
| **2** | **Office adjustable chair** | **YES** | **PC** | **1** |  |  |  |  |  |  |  |  |  |
| **Total price *(currency)*** |  |  |

**DELIVERY CONDITIONS:**

|  |  |  |
| --- | --- | --- |
|  | **Delivery conditions requested by ACTED** | **Delivery conditions offered by the Bidder (if different)** |
| **Incoterm** | **DDP** |  |
| **Delivery address** | **Dilijan Municipality** |  |
| **Delivery date** | **Within 5 days from contract signature** |  |

**LOT 11: Ijevan**

|  |  |  |
| --- | --- | --- |
|  | **To be filled in by ACTED** | **To be filled in by the Bidder** |
| **N°** | **Items description & technical specifications** | **Pictures required YES/NO** | **Unit** | **Quantity****(1)** | **Proposed description & technical specifications****(include brand & model if applicable)** | **Quantity currently available in stock** | **Country of Origin****(made in)** | **Material****(made out of)**  | **Packaging material** | **Unit Price excluding taxes*****(currency)*****(2)** | **Unit Price including all costs & taxes*****(currency)*****(3)** | **Total Price excluding taxes*****(currency)*****(1) x (2)** | **Total Price including all costs & taxes*****(currency)*****(1) x (3)** |
| **1** | **Office adjustable chair** | **YES** | **PC** | **2** |  |  |  |  |  |  |  |  |  |
| **Total price *(currency)*** |  |  |

**DELIVERY CONDITIONS:**

|  |  |  |
| --- | --- | --- |
|  | **Delivery conditions requested by ACTED** | **Delivery conditions offered by the Bidder (if different)** |
| **Incoterm** | **DDP** |  |
| **Delivery address** | **Ijevan Municipality** |  |
| **Delivery date** | **Within 5 days from contract signature** |  |

**Bidder’s Conditions:**

|  |  |  |
| --- | --- | --- |
|  | **General conditions recommended by ACTED** | **General conditions offered by the Bidder** (if different) |
| **Validity of the offer** | ***3 months*** |  |
| **Terms of payment** | **Bank transfer upon delivery** |  |
| **Warranties** | **min. 24 months** |  |

Name of Bidder’s Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_