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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 No  Street name  City  Governorate/province/district  Country |  |
| **Commercial representative for the bid**  (if different from authorized representative) |  |
| **Phone contact number**  Landline  Mobile 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**

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|  | **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:**

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| --- | --- | --- |
|  | **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**

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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 | 1 |  |  |  |  |  |  |  |  |  |
| 2 | **Office adjustable chair** | 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** | **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:**

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|  | **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:**

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|  | **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**

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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 | **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**

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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**  **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:**

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|  | **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**

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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 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:**

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|  | **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**

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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 | 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:**

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|  | **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**

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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 | **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:**

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|  | **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**

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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** | **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:**

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|  | **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**

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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:**

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| --- | --- | --- |
|  | **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:**

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|  | **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_