## Quotation Form – Acted Jordan

*Reference: RFQ/13FFH/K19/FEE/AMM/AFD/10-02-2025*

**Date:**

Through this Procurement Acted is requesting a company to provide detailed written offers for Final External Evaluation Services for a project being implemented in Jordan.

**Overall objective:** To provide an external view on the relevance and performance of the project, as compared to the project document and with a strong focus on results. To highlight key lessons learnt, best practices and recommendations to feed back into current and future AFD, Acted, and consortium partners programming in the same sectoral areas and using similar approaches to meeting their objectives.

Please refer to annexed Terms of Reference (TOR) for further details of the requirements and the project.

**Please make sure your quotation includes the following documents:**

* This quotation form filled in Signed & Stamped
* The TOR signed & stamped
* The Supplier questionnaire form((PRO-06.1) dated, filled, signed & stamped
* ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped
* ACTED’s General Conditions for Purchase signed & stamped by the Bidder
* Statement of Integrity
* The Bidder’s official registration documents
* A copy of the Bidder’s legal representative ID or passport
* Technical skills of personnel deployed (CVs, organizational structure of the team, proof of experience in conducting similar final evaluation – similarity to the evaluation criteria, project and covered area and any other additional technical documentation/proposal.
* Context specificity/relevance of methodology and work plan
* Sample from previous work

**It is important to note that all documents must be filled, dated, signed & stamped by the Bidders to be considered as eligible. Acted only accepts bids that have been filled in English.**

**General conditions:**

1. The **closing date** for offer submission is **03/03/2025 at 15:00 PM Jordan Time.**

**Bidders can submit their offer to** **Jordan.tender@acted.org**

1. The submission of an offer by a bidder to this procurement may not result in the award of a contract.
2. 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.
3. 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.

