## CALL FOR TENDER ACTED ARMENIA

## Instructions to Bidders

Date: 04.03.2025

Tender N°: T/66FZP / BFY / MKS / YEREVAN, ARMENIA / N° 001-20250403

Through this tender ACTED is requesting a company to provide detailed written offers for the supply of the following products:

**Product specifications:**

1. Description: OFFICE EQUIPMENT
2. Product class / category: SUPPLY
3. Product stage: NEW
4. Packaging requested: ORIGINAL PACKAGING

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

**Responsibilities of the supplier:**

1. Place of delivery: Tchambarak/ Sevan/ Vardenis/ Gavar/ Martuni/ Jermuk/ Areni/ Yeghegis/ Yeghegnadzor/ Tatev/ Meghri/ Kapan/ Kajaran/ Tegh/ Ijevan/ Berd/ Dilijan/ Noyemberyan
2. INCOTERM (delivery conditions): DDP
3. Maximum date of delivery: 21.03.2025
4. Minimum offer validity period required: One month

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 | **Samples** requested in the Offer Form (PRO-06) in a separate sealed envelope (if relevant) |
| 9 | Any other compulsory item specified in the **Bidder’s Checklist (PRO-06.3)** |
| 10 | 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, signed & stamped by the Bidders in order to be considered as eligible. ACTED only accepts bids that have been filled in in either English or French.**

**General conditions:**

1. The **closing date** of this tender is **13/ 03 / 2025 at** 23:59
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 via e-mail to the following addresses: armenia[.tender@acted.org](mailto:.tender@acted.org), Cc tender@acted.org mentioning Tender reference number in subject.
4. 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. Lots[[1]](#footnote-2)*:*

* The Bidder may bid for one, several or all Lots.
* The Bidder must offer all items & quantities indicated for each lot. Bids for part of a lot only will not be considered
* If the Bidder is awarded more than one lot, a single contract may be concluded including all lots

1. Prohibited origin of goods and/or exclusions : Items from Russian Federation or Republic of Belarus
2. Bidders selection criteria will be evaluated as described below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Criteria** | **Sub-criteria** | **Maximum Score** | **0** (0 if info not provided) | **1** | **2** | **3** |
| **1** | **Experience** | **Similar past contracts** | **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 |
| **Number of years in business** | **1** | The bidder has been working in this business for **less** than 3 years | The bidder has been working in this business for **3 years or more** than 3 years | N/A | N/A |
| **Positive reference checks** | **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** | **Price** | **Lowest price** | **50** | The bidder showing the lowest price for all lots getting the maximum score |  | N/A | N/A |
| **3** | **Reliability** | **Customer services (repair, return and exchange)** | **1** | The bidder proposes **none** of the following services:  - Repair  - Refund  - Exchange | The bidder proposes at least **one** of the following services:  - Repair  - Refund  - Exchange | N/A | N/A |
| **Warranty** | **1** | The supplier offers **0 year** of warranty on provided items | The supplier offers at least **1 year** of warranty on provided items | N/A | N/A |

1. Bids award criteria will be assessed through a:

**Pass/fail method**

Note:

* The pass/fail method consists in evaluating the technical component of offers from the lowest price:
  + The minimum quality requirements for each item in the Offer Form (PRO-06) by adding detailed technical specifications.
  + The maximum availability deadline that can be considered acceptable by ACTED for this tender as specified in the Bidder’s responsibilities.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Criteria** | **Sub-criteria** | **Maximum Score** | **0 (0 if info not provided)** | **1** | **2** | | **3** | **4** | **5** |
| **4** | **Quality** | **Each item has a base weight of 1. Items weights will be multiplied by the quality score shown in this table. If an item fails, the whole bid is rejected** | **30** | 0  Not appropriate / Fail | 1  Acceptable, normal quality | | 2  Good, high quality | 3  Excellent | N/A | N/A |
| **5** | **Availability** | **Stock availability** | **5** | The bidder has **less than 50%** of the required quantities available | N/A | | The bidder has **between 50% (included) and 75%** of the required quantities available | N/A | N/A | The bidder **has 75% or more** of the required quantities available |
| **Delivery time** | **5** | **More than 5 working days more** than requested delivery time | N/A | | **Up to 5 working days** more than requested delivery time | N/A | N/A | **Up to 2 working days more** than requested delivery time |
| **BONUS** | **Social and environmental impact** | | **5** | N/A | N/A | | N/A | N/A | N/A | To be argued upon carbon footprint or other environmental benefits |

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

1. To be adjusted by the Purchase Committee before publication [↑](#footnote-ref-2)