

CALL FOR TENDER ACTED Bangladesh Instructions to Bidders

Date: 21-11-2022

Tender N°: T/MULTI/MULTI/MULTI/COX/21-11-2022/001

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

PRODUCT SPECIFICATIONS:

- | | |
|---------------------------------|---|
| 1. Description: | <u>2 Years Framework agreement for Vehicle rental service</u> |
| 2. Product class/category : | <u>Transport</u> |
| 3. Made in (origin of product): | <u>Bangladesh</u> |
| 4. Product stage: | <u>Ready to Use</u> |
| 5. Quantity/unit: | <u>As per the call of purchase order</u> |
| 6. Packaging requested: | <u>Good mechanical condition, fully equipped with tools</u> |

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

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|--|--|
| 1. Place of delivery: | Upon request with the purchase order |
| 2. INCOTERM (delivery conditions): | Upon request with the purchase order |
| 3. Maximum date of delivery: | 7 days after the signature of the purchase order |
| 4. Minimum offer validity period required: | 6 months minimum |

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 <i>in BDT</i>
3	The Bidding documents are filled in English
4	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
5	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
6	The Bidder's official registration documents (Trade Licence, ETIN Certificate, 13 Digit BIN Certificate, Bank Solvency Certificate)
7	A copy of the Bidder's legal representative ID or passport
8	ACTED's General Conditions for Purchase signed & stamped by the Bidder
9	ANNEXES – Proofs of past performances in a similar field of activity
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 English.



GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **02/01 /2023 at 4:00 pm** Bangladesh Time.
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 in a sealed envelope marked “Not to be opened before **02 /01 /2023** and the Tender reference number above. Online submissions will be considered at the email address bangladesh.tender@acted.org cc tender@acted.org
4. Unsealed envelope and 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.**

SPECIAL CONDITIONS:

8. Lots¹:
 - The Bidder must offer all items & quantities indicated for the lot. Bids for part of the lot only will not be considered.
 - Bidders must submit offers for the entirety of the items indicated in the call for tender.
9. 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
		Amount of past contracts	1	No similar past contract provided has an amount is equal or above the contract amount to be awarded	The amount of a similar past contract provided is equal or above the contract amount to be awarded	N/A	N/A
		Positive past experience with ACTED	1	The bidder proved weaknesses in executing pas contracts awarded by ACTED as per supplier database	The bidder has a positive record as per ACTED supplier database	N/A	N/A
		Number of years in business	1	The bidder has been working in this business for less than 5 years	The bidder has been working in this business for 5 years or more than 5 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	Reliability	Customer services (driver behaviour, replacement of vehicle in case of accident & breakdown)	5	The bidder proposes none of the following services: - Repair - Replacement of vehicle - Exchange of driver	The bidder proposes one of the following services: - Repair - Replacement of vehicle - Exchange of driver	The bidder proposes two of the following services: - Repair - Replacement of vehicle - Exchange of driver	The bidder proposes all of the following services: - Repair - Replacement of vehicle - Exchange of driver

¹To be adjusted by the Purchase Committee before publication



10. Bids award criteria will be assessed through a:

Scoring method



Note:

- The scoring method consists in assessing all eligible offers based on a pre-defined scoring scale for each selection and/or award criteria. The best rated offer will be selected at the end of this process. Price may not account for less than 50% of the final score, unless authorized otherwise and stated in the present Instructions to Bidders.

Criteria	Sub-criteria	Maximum Score	0 (0 if info not provided)	1	2	3	4	5	
3	Price	N/A	50	The price is scored proportionally from the lowest bid price					
4	Quality	N/A	30	Quality criteria for each item must be detailed here or in the Offer Form (PRO-06)					
5	Availability	List of Company owned fleet with vehicle registration plates	5	The bidder has less than 50% of the required quantities available	The bidder has between 50% (included) and 60% of the required quantities available	The bidder has between 60% (included) and 70% of the required quantities available	The bidder has between 70% (included) and 80% of the required quantities available	The bidder has between 80% (included) and 90% of the required quantities available	The bidder has 90% or more of the required quantities available
		Delivery time	5	More than 10 working days more than requested delivery time	Up to 8 working days more than requested delivery time	Up to 6 working days more than requested delivery time	Up to 4 working days more than requested delivery time	Up to 2 working days more than requested delivery time	Equal or lower than requested delivery time
BONUS	Social and environmental impact		10	N/A					To be argued upon carbon footprint or other environmental benefits

11. 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: _____

