

**CALL FOR TENDER ACTED SRILANKA**  
**Instructions to Bidders**

Date: 22.12.2023

Tender N°: T/08ESU/D79/TOA/COL/LOG/22.12.2023

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

**PRODUCT SPECIFICATIONS:**

1. Description: Machinery/Equipment
2. Product class / category: Assets
3. Made in (origin of product): National and International
4. Quantity/unit: 12 Lots
5. Packaging requested: n/a

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

**RESPONSIBILITIES OF THE SUPPLIER:**

1. Place of delivery: Colombo/ Gampaha/Kalutara Districts (detailed in Annex A)
2. INCOTERM (delivery conditions): DDP (brand new).
1. Maximum date of delivery: 03-04 months from the Agreement signature date
2. Minimum offer validity period required: 06 - 08 Months from the date of quotation.

The responses to this call for tender shall include the following elements:

1	The present <b>Instructions to Bidders (PRO-05)</b> signed & stamped by the Bidder
2	An original <b>Offer Form (PRO-06)</b> dated, filled, signed & stamped by the Bidder ( <i>detailed as per the requested currency</i> )
3	The <b>Supplier Questionnaire Form (PRO-06.1)</b> dated, filled, signed & stamped by the Bidder
4	<b>ACTED Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder
5	The <b>Bidder's official registration documents</b>
6	A copy of the <b>Bidder's legal representative ID or passport</b>
7	<b>ACTED's General Conditions for Purchase</b> signed & stamped by the Bidder
8	<b>Samples/Catalogues</b> requested in the Offer Form (PRO-06) in a separate sealed envelope (if relevant). The Catalogues should be in English.
9	Any other compulsory item specified in the <b>Bidder's Checklist (PRO-06.3)</b>
10	The <b>Bidder's Checklist (PRO-06.3)</b> dated, filled, signed & stamped by the Bidder
11	<b>Specification Confirmation Sheet Annex 1</b> dated, filled, signed & stamped by the Bidder



12	Detailed Warranty and service information, Country of Origin and Manufacture confirmation documents, Technicians details with contact numbers, free services if any, after sales service & maintenance if any should be clearly mentioned.
13	Company Profile, past sales experience (documents) with all necessary information's, if you are importer should be submitted all relevant import details.

**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 INFORMATION & CONDITIONS:**

1. The **closing date** of this tender is **24/01/2024 at 04.00 pm** in ACTED office at the following address: ACTED, No 30, Asoka Garden, Colombo 04, Sri Lanka.
2. The opening date of this tender is 25/01/2023 at 10.00am in ACTED office at the following address: ACTED, No 30, Asoka Garden, Colombo 04, Sri Lanka. The bidder is allowed attend the tender opening.
3. The pre-tender information session is on the 04<sup>th</sup> January 2023 at 10.00am in ACTED office at the following address: ACTED, No 30, Asoka Garden, Colombo 04, Sri Lanka.
4. For all inquiries regarding this tender, please contact the ACTED representative office in Colombo – No 30 Asoka Garden, Colombo 04 not later than 17th January 2024 (01.00 pm) by phone (+ 94(0)11 236 1394) or by e-mail: [srilanka.tender@acted.org](mailto:srilanka.tender@acted.org), Cc [tender@acted.org](mailto:tender@acted.org).
5. The submission of an offer by a bidder to this call for tender may not result in the award of a contract.
6. The offer must be submitted to ACTED Logistics department in a sealed envelope marked "Not to be opened before **24/01/2024 at 04.00 pm** and the Tender reference number above.
7. Unsealed envelope and late offers will not be considered.
8. Bidders shall submit their detailed bids/quotations in English language. All prices shall be quoted in Sri Lankan Rupees including tax, if applicable (tax figures not more than decimal point).
9. Specific/payment terms and conditions should be clearly mentioned.
10. 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.
11. Collusive practices are prohibited and will lead to offers rejection.
12. **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:**

13. If the tender is divided into lots, the bidder may bid for one or all Lots. Each lot may be subject to a separate contract and the quantities indicated for the different lots cannot be divided.
14. The Bidder must complete PRO-06 Offer Form or confirm in writing that the offer meets the required specification, or if there are specification changes, the bidder must provide details of the revised specification. This document must be signed and stamped by the bidder.
15. The prices in the Offer Form must be indicated in LKR.
16. Indication of the country of origin of the items is mandatory.



17. The Bidder must provide a company technical brochure that exactly matches the required machines being provided. The brochure shall contain complete specification to support the bidder's document. The technical brochure must be signed and stamped by the bidder and submitted with the tender. Failure to provide either of these written documents or failure to sign and stamp will result in bid being rejected.
18. All machines should be in a brand-new condition. If any cause damage or cracks during delivery, and if any discovered after delivery, the equipment must be returned for replacement. Such occurrences may also lead to the cancellation.
19. The equipment shall be installed within 02 days from the date of delivery, after installation a test run shall be carried out. If there are any special requirements for installation, they should be clearly mentioned in the tender. Brochures or manuals supplied with the equipment shall be in English.
20. The supplier shall provide technical training on the same day that delivery occurs or within 02 days of delivery of the equipment.
21. Supplier shall only deliver equipment between 09.00 am and 03.00 pm on weekdays.
22. The cost of each machinery should include delivery, installation, and all applicable taxes.
23. For payment, the supplier must provide an invoice for the all-inclusive price, i.e. without tax invoice or commercial invoice, as ACTED is liable to pay VAT. Payment will be made within 14 days from the date of invoice or machine installation.
24. Free service and maintenance of the machine should clearly be mentioned in the tender (Offer form PRO 06).
25. Advance payment may be made as required by the awarded bidder. The advance payment shall not exceed 30% of the total amount. The final payment will be done within several days after receipt of the invoice and the completion of the machinery testing.
26. The bidder shall notify ACTED of the delivery date 05 days in advance to make necessary arrangements.

The language of the bidding document shall be English.

27. Bids 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 past 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 (repair, return and exchange)	3	The bidder proposes none of the following services: - Repair - Refund - Exchange	The bidder proposes one of the following services: - Repair - Refund - Exchange	The bidder proposes two of the following services: - Repair - Refund - Exchange	The bidder proposes all of the following services: - Repair - Refund - Exchange
		Warranty	2	The supplier offers 0 year of warranty on provided items	The supplier offers 1 year of warranty on provided items	The supplier offers 2 years or more of	N/A



						warranty on provided items	
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28. Bids award criteria will be assessed through a:

**Pass/fail method**  OR **Scoring method**

Note:

- The pass/fail method consists in evaluating the technical component of offers from the lowest price.

	Criteria	Sub-criteria	Maximum Score	0 (0 if info not provided)	1	2	3	4	5
3	Price	N/A	50	<b>The price is scored proportionally from the lowest bid price</b>					
4	Quality	N/A	30	Quality is evaluated by a PASS/FAIL method for each required element using the following formula: (number of "PASS" of evaluated bidder/total number of points)*30					
5	Availability	Stock availability	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
BO NU S	Social and environmental impact		10	N/A					To be argued upon carbon footprint or other environmental benefits

29. 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: \_\_\_\_\_

