

## INTERNATIONAL CALL FOR TENDER ACTED AFGHANISTAN Instructions to Bidders

Date: 01/05/2024

Tender N°: T/02FIU/BQVE24/KABUL/01052024

Through this tender ACTED is requesting entities to provide detailed written offers/proposal for the midterm evaluation of its project

**PRODUCT SPECIFICATIONS:**

- |                                 |                                  |
|---------------------------------|----------------------------------|
| 1. Description:                 | Machineries, Tools and materials |
| 2. Product class / category:    | Tools                            |
| 3. Made in (origin of product): | National/International           |
| 4. Product stage:               | New                              |
| 5. Quantity/unit:               | Based on attached Offer Form     |
| 6. Packaging requested:         | On Good Conditions               |

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

**RESPONSIBILITIES OF THE SUPPLIER:**

- |  |                                    |
|--|------------------------------------|
| 1. Place of delivery:                      | ACTED Kabul Office                 |
| 2. INCOTERM (delivery conditions):         | DDP (Delivery Duty Paid)           |
| 3. Maximum date of delivery:               | 10 days after signing the contract |
| 4. Minimum offer validity period required: | Six Months                         |

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	<b>ACTED Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder
4	<b>Supplier Questionnaire (PRO-03.2)</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	The <b>Bidder's Checklist (PRO-06.3)</b> dated, filled, signed & stamped by the Bidder
9	Example of similar previous contract and customer service offer

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



**GENERAL CONDITIONS:**

- The **closing date** of this tender is **15/05/2024 at 5:00 PM** Kabul time in ACTED offices at the following address:
  - ACTED representative office in Kabul city: Shahre Naw Turabaz Khan Qudeat Centre Dist. 10 Kabul City Afghanistan

Bidders who will submit their offer to another ACTED office than ACTED office & address mentioned above must take into consideration the transport time to ACTED main offices.

- The submission of an offer by a bidder to this call for tender may not result in the award of a contract.
- The offer must be submitted to ACTED Logistics department in a sealed envelope marked "Not to be opened before **15/05/2024 at 5:00 PM** Kabul time and the Tender reference number above or by e-mail to: [afghanistan.tender@acted.org](mailto:afghanistan.tender@acted.org), Cc [tender@acted.org](mailto:tender@acted.org). Late Bids will be automatically rejected.
- Unsealed envelope and late offers will not be considered.
- 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.
- Collusive practices are prohibited and will lead to offers rejection.
- 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:**

- Bidders selection criteria will be evaluated as described below:

#	Criteria	Sub-criteria	Maximum Score	Fail (0 if info not provided)	Pass
1	Experience	Similar past contracts	Pass	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
		Number of years in business	Pass	The bidder has been working in this business for <b>less</b> than 5 years	The bidder has been working in this business for <b>5 years or more</b> than 5 years
2	Reliability	Customer services (repair, return and exchange)	Pass	The bidder proposes <b>none</b> of the following services: - Repair - Refund - Exchange	The bidder proposes <b>one</b> of the following services: - Repair - Refund - Exchange

- Bids award criteria will be assessed through a:

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

[The Purchase Committee has to tick the relevant box, as per the method selected for this specific tender]

Note:





- The pass/fail method consists in evaluating the technical component of offers from the lowest price.
- 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	75	The price is scored proportionally from the lowest bid price					
4	Quality	N/A	10	Quality criteria for each item must be detailed here or in the Offer Form (PRO-06)					
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 20 working days more than requested delivery time	Up to 18 working days more than requested delivery time	Up to 16 working days more than requested delivery time	Up to 14 working days more than requested delivery time	Up to 12 working days more than requested delivery time	Equal or lower than requested delivery time
BONUS	Social and environmental impact		5	N/A					To be argued upon carbon footprint or other environmental benefits

10. 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: \_\_\_\_\_

