

CALL FOR TENDER ACTED [TURKEY] Instructions to Bidders

Date: 26/07/2023
Tender N°: T/17FLY/FST/GAZ/FIRE SAFETY/26-07-2023

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

PRODUCT SPECIFICATIONS:

- | | |
|---|---|
| 1. Description: | Fire safety kits |
| 2. Delivery address:
provinces (Not confirmed) | Hatay (Main distribution area) Adiyaman and Kharamanmaras |
| 3. Quantity/unit: | To be determined. |
| 4. Modality of delivery: | Delivery duty paid on Acted distribution site. |
| 5. Market share estimate: | 30,000.00 USD |

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

RESPONSIBILITIES OF THE SUPPLIER:

For an offer to be accepted by Acted it will need to contain the following documents, signed by the bidder.

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>detailed as per the requested currency</i>)
3	The Bidder's official registration documents

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 either English or Turkish.

GENERAL CONDITIONS:

- The **closing date** of this tender is **03 / 08 / 2023** at 12:00 Gaziantep time.
The submission of the proposal is electronic; all Proposals shall be submitted as a soft copy via email with due consideration to the following:
- Email Address:
To: Sofiane HAMDİ <sofiane.hamdi@acted.org>
CC : Vincent MARCHETTI< vincent.marchetti@acted.org>; Sofiane HAMDİ <sofiane.hamdi@acted.org> Rizkullah TOLUN <rizkullah.tolun@acted.org>; Ali GOGEBAKAN <ali.gogebakan@acted.org>-
- The size of one Email shall not exceed 10 MB.
- The reference number of the Tender T (T/17FLY/FST/GAZ/FIRE SAFETY/26-07-2023) shall be the Subject of the email.
- Late offers may 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.**

SPECIAL CONDITIONS:

- Bids award criteria will be assessed through a:

Pass/fail method

The cheapest supplier that passes the technical evaluation will be awarded a Framework agreement. Samples of the supplied materials might be requested for technical evaluation purposes, in case they are it will be at the cost of supplier.

- Acted reserves the right to contract one or more suppliers.
- In case of providing multiple options for one item, ACTED reserves the right to either select any one of the options or not consider the line item at all.
- ACTED reserves the right to engage on Post-Tendering Price negotiation with the bidders in form of submission of Counteroffer or direct price negotiation.
- Sending their offers to the present call for tender, Bidders acknowledge their agreement with these terms & conditions.
- ACTED will accept one final offer from each bidder that participates in the Tender. If a bidder wishes to submit an updated Proposal, after submitting their first offer but before the closing date, this should be clearly marked in the Email and Financial Offer.
- Each Bid shall include a unique company name, representative and signature, phone number, and email address. Any similarities between Proposals could result in the bid being rejected.
- Company Stamps should be unique and should include the company name. All information contained in the stamp should be unique to the company submitting the offer. Bidders who use multi stamps will not be considered.
- The offer will not be considered eligible if white ink is used, or price corrections are done by hand.
- Electronic stamp and signature are not accepted.
- This tender will lead to the signature of a framework agreement valid until 31/12/2023 and could be extended.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____



OFFER FORM ACTED *TURKIYE*

RFQ N° (filled in by ACTED): RFQ-17MULTI-MULTI-DRINKING WATER-20-07-2023

Date (filled in by Bidders):

To be Filled by Bidder (COMPULSORY)

Company's Name (as per registration documents)	
Company Authorized Representative's Name (as per registration documents or duly signed Power of Attorney)	
Company Registration Number	
Registration body	
Company's mailing address Shop/Office/Building No Street name City Governorate/province/district Country	
Commercial representative for the bid (if different from authorized representative)	
Phone contact number Landline Mobile No	
Email address	

I undersigned (to be filled in by Bidders)

agree to provide ACTED, a non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.



Index	Description	Specification	UNIT	Unit Price in USD plus VAT and delivery cost	SUPPLIER'S COMMENTS
1	Shovel	*Durable round point shovel *Steel - anti rust paint *Dimension: min 295*225 mm ,weight without handle =1.5 kg + - 500g *Handle : dry wood min 0.80-1 M length no chips rough surfaces . holes or knots smooth polished varnished surfaces dry strong.	Pce		
2	Water/sand bucket	Size:13 lt, Material:Metal anti rust paint. Handle: Solid (Should resist to carry 13L of wet sand) in metal anti rust painted.	Pce		
3	Fire extinguisher	Dry Powder, type C (validity period for one year at least), iso standard, full weight 6 kg, temperature range -30 ~ +60 °C, working pressure 14 bar at 20°C, discharge range > 4meter. The plastic seal is intact and safety pin is in placed, The gauge needle points to the green section.	Pce		
4	Waste bins	Size:120 lt, Material:Plastic, wheeled with lid.	Pce		
5	Fire blankets	200*160 cm (Flexible dimenssion +-10cm)	Pce		
6	Fire mats	Standard Size: Width: 1 m. Length: 2 m. Thickness: 3mm Weight 5.5kg +-1kg.	Pce		
7	Whistles	Size:Standard, Material:Metal with neckless	Pce		
8	Packaging	The kits should be packaged in the Waste bins except for the items that does not fit.	Pce		

At the moment this kit is considered as order standard for Acted, however, the supplier might be requested to perform custom kits or to deliver items by units independently of the kit.

GENERAL REMARKS

“By signing this document I hereby attest that I read all the offer form and understood all the conditions of this document, but also that I have studied carefully the term of reference and that my price includes all its requirements:”

Name of Bidder's Authorized:

Representative/: _____

Authorized signature and stamp: _____

Date/Tarih: _____

