



## CALL FOR TENDER ACTED *TURKIYE* Instructions to Bidders

Date: 31/07/2023  
Tender N°: T/17MULTI/MULTIMULTI/GAZ/WASH-CONNECTION/31-07-2023

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:           | <b>WASH FACILITIES CONNECTION</b>    |
| 2. Delivery address:      | Adiyaman and Kharamanmaras provinces |
| 3. Quantity/unit:         | To be determined.                    |
| 4. Modality of delivery:  | Services performed onsite.           |
| 5. Market share estimate: | 70,000.00 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 <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>Bidder's official registration documents, showing clear mention of authorization and certification to provide construction or plumbing and electricity works.</b>

**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 Turkish.**

### GENERAL CONDITIONS:

- The **closing date** of this tender is **11 / 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/17MULTI/MULTIMULTI/GAZ/WASH-CONNECTION/31-07-2023**) 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](mailto: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. The evaluation will be based on the answer given by the supplier on the Technical offer form.

- 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): T/17MULTI/MULTIMULTI/GAZ/WASH-CONNECTION/31-07-2023

Date (filled in by Bidders):

**To be Filled by Bidder (COMPULSORY)**

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

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 - BIRIM	Unit Price in USD plus VAT USD cinsinden birim fiyatı artı KDV	SUPPLIER'S COMMENTS Tedarikçi Yorumları
1	Latrines – Water connection	The work includes all water pipes, fittings, and all necessary materials to do the job and connect the toilet to the existing water network to be accessible for use.	Pce		
2	Latrines – Waste water connection	The work includes all waste water pipes, fittings, and all necessary materials to do the job and connect the toilet to the existing waste water network to be accessible for use.	Pce		
3	Latrines – Electricity connection	The work includes all electric cables, fittings, and all necessary materials to do the job and connect the toilet to the existing electricity network to be accessible for use.	Pce		
4	Latrines for PWD – Water connection	The work includes all water pipes, fittings, and all necessary materials to do the job and connect the toilet to the existing water network to be accessible for use.	Pce		
5	Latrines for PWD – Waste water connection	The work includes all waste water pipes, fittings, and all necessary materials to do the job and connect the toilet to the existing waste water network to be accessible for use.	Pce		
6	Latrines for PWD – Electricity connection	The work includes all electric cables, fittings, and all necessary materials to do the job and connect the toilet to the existing electricity network to be accessible for use.	Pce		
7	Delivery time	Number of working days required upon reception of the Purchase Order (PO) to perform the service	DAY		



**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 / İstekli Yetkilinin Adı:

Representative/ Temsilci: \_\_\_\_\_

Authorized signature and stamp/ Yetkili imza ve kaşe: \_\_\_\_\_

Date/Tarih: \_\_\_\_\_



**TERM OF REFERENCE - ACTED *TURKIYE*****Term of reference:**

The winning company will be awarded a framework agreement where the price of the items will be set over a period of time. The awarded supplier will receive Acted purchase order to connect latrines or showers anywhere in Adyaman and Kharamanmaras province.

Upon the call he will have to deploy on site plumber and/or electrician as required.

The installation will be compliant to Turkish norms and regulation for electricity and plumbing, the electricity installation will be protected by the good electrical breaker and wire sections.

All installation will be warrantied to Acted for a period of one year, in other words, if any structural defect happens during this period and are proven not to be linked with misuse, the supplier will be responsible to repair, fix or change any damaged, defective parts at no cost for Acted. In addition, if the defect caused physical injuries, impairment or even casualty to Acted beneficiaries., the supplier will be liable.

**TECHNICAL OFFER FORM - ACTED *TURKIYE***

Upon the reception of purchase order, in how many days can you perform the service? \_\_\_\_\_

In five working days, what is the maximum number of latrines can you connect in Adyaman province? \_\_\_\_\_

In five working days, what is the maximum number of latrines can you connect in Kharamanmaras province? \_\_\_\_\_

"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 / İstekli Yetkilinin Adı:

Representative/ Temsilci: \_\_\_\_\_

Authorized signature and stamp/ Yetkili imza ve kaşe: \_\_\_\_\_

Date/Tarih: \_\_\_\_\_

