



CALL FOR TENDER ACTED [TURKIYE] Instructions to Bidders

Date: 01/08/2023
Tender N°: T/17FKV-M1H-SHS-GZT-WASH-01-08-2023-1

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: **Shading Spaces(Gölgelik Alanı)**
2. Delivery address: Hatay/Antakya , Adiyaman , Kahramanmaraş provinces
3. Quantity/unit: To be determined. (Daha sonra bildirilecek)
4. Modality of delivery: DDP on Acted distribution sites.
5. Market share estimate: 58,700.00 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 **11 / 08 / 2023 at 15:00** Gaziantep/Turkiye 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>; 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/17FKV-M1H-SHS-GZT-WASH-01-08-2023-1) 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 the supplier. Also Acted reserves the right to visit supplier premises.

- 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-17FKV-M1H-SHS-GZT-WASH-01-08-2023-1

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)

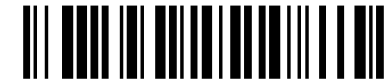
agree to provide ACTED, a non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.



Index	Description	Specification	UNIT - BIRIM	Unit Price in USD plus VAT and delivery cost USD cinsinden birim fiyatı artı KDV ve Teslimat dahil	SUPPLIER'S COMMENTS Tedarikçi Yorumları
1.1	Household Shade	<p>Including delivery anywhere in Antakya city – For more information check the Cluster document attached.</p> <p>Refer to part 6.4 of Technical Guidance for Shading Kit</p> <p>1- Shading material: (Example) Sunshade net: 100% HDPE; width 4.5 x 6m length; shade rate 70-80% or Plastic Sheeting (white), sun reflective on both sides.</p> <p>2- Timber poles: 2.15m long. Section size 50 mm nominal diameter.</p> <p>3- Nails: Steel. Supplied in a sealed bag. Length: 75mm (3*); Diameter: 3 mm</p> <p>4- Rope: 5mm diameter, polypropylene or nylon or other polymers (black). Min 3 strands.</p> <p>Turkish;</p> <p>1- çatı materyali: (örnek) güneşlik neti: 100% HDPE; eni 4.5 x 6m boyu; gölge oranı 70-80% or Plastik kaplama (beyaz), çift yönlü güneş ışığı yansıtıcı.</p> <p>2- Kereste direkleri: 2.15m uzunluk. enkesit boyutu 50 mm nominal çap.</p> <p>3- çiviler: çelik. mühürlenmiş bir çantada verilir. boy: 75mm (3*); çap: 3 mm</p> <p>4- halat: 5mm çap, polipropilen or naylon ya da diğer polimerler (siyah). Min 3 tel.</p>	Pcs		
1.2	Tent shade	<p>Including delivery anywhere in Antakya city – For more information check the Cluster document attached.</p> <p>Refer to part 6.5 of Technical Guidance for Shading Kit</p> <p>1- Shading material: (Example) Sunshade net: 100% HDPE; width 4.5 x 6m length; shade rate 70-80% or Plastic Sheeting (white), sun reflective on both sides.</p> <p>2- Timber poles or Steel poles: 2. 15m long. Section size 50 mm nominal diameter.</p> <p>3- Nails :Steel 3m long. Section size 100mm x 100mm nominal.</p> <p>Turkish;</p>	Pcs		



		<p>1- Çadır materyali: (örnek) güneşlik net: 100% HDPE; en 4.5 x 6m boy; gölge oranı 70-80% or plastik kaplama (beyaz), çift yönlü güneş ışığı yansıtıcı.</p> <p>2- Kereste direkler ya da çelik direkler: 2. 15m uzunluk. enkesit boyutu 50 mm nominal çap.</p> <p>3- Çiviler :Çelik 3m uzunluk. enkesit boyutu 100mm x 100mm nominal.</p>			
1.3	Community shade	<p>Including delivery anywhere in Antakya city – For more information check the Cluster document attached.</p> <p>Refer to part 6.6 of Technical Guidance for Shading Kit</p> <p>1- Shading material: (Example Sunshade net: 100% HDPE, width 4.5 x 6m length; shade rate 70-80% or Plastic Sheeting (white), sun reflective on both sides.</p> <p>2- Timber poles or Steel poles: 2.3m long. Section size 100mm 100mm nominal.</p> <p>3- Ridge poles :5m long; 150mm wide</p> <p>4- Rope: Nylon or similar, diameter. 9 to 12 mm diameter. Woven with 2 or 3 strands, with the possibility of being unravelling. Length: 200m, in a roll. Preferred colour: Black / dark green.</p> <p>5-Tent pegs or stakes: Tent pegs, 200 to 300 mm length after bending; made of iron reinforcing bar of 10 mm diameter, with a hook bent on one end, "candy cane" shape, or a cross shape.</p> <p>6- Strong twine: 6mm; for stitching.</p> <p>7- Nails. Steel. Supplied in a sealed bag. Length: 75mm (3*); Diameter: 3 mm.</p> <p>8- Community toolkit: Example contents) Handsaw, shovel, wheelbarrow, claw hammer, pickaxe.</p> <p>Turkish;</p> <p>1-Çadır materyali: (örnek güneşlik net: 100% HDPE, en 4.5 x 6m boy; gölge oranı 70-80% ya da plastik kaplama (beyaz),çift yönlü güneş ışığı yansıtıcı.</p> <p>2-Kereste direkler ya da çelik direkler: 2.3m unzunluk. Enkesit boyutu: 100mm 100mm nominal.</p> <p>3-Kafes direkleri: 5m boy; 150mm en.</p>	Pcs		



		<p>4-Halat: Naylon vb. Çap .9 ile 12mm. 2 veya 3 telli dokuma, sökölme imkanı olmalı. boy: 200m, rolu. Tercih edilen renk: Sıyah / koyu yeşil.</p> <p>5-Çadır mandalı veya kazıkları: Çadır mandalları boyu büküldükten sonra 200 ile 300 mm olmalı</p> <p>10 mm çapında demir takviye çubuğundan yapılmıştır, bir ucunda bükülmüş bir kanca ile, , "şeker kamışı" şeklinde ya da çapraz şekilde.</p> <p>6- Güçlü sicim: 6 mm; dikiş için.</p> <p>7- Çiviler. çelik. Mühürlenmiş çantada verilir. boy: 75mm (3*); çap: 3 mm.</p> <p>8- Alet çantası: içerik örneği) El testeresi, körek, el arabası, pençe çekiç, kazma.</p>			
2.1	Household Shade	<p>Including delivery anywhere in Adıyaman – For more information check the Cluster document attached.</p> <p>Refer to part 6.4 of Technical Guidance for Shading Kit</p> <p>1- Shading material: (Example) Sunshade net: 100% HDPE; width 4.5 x 6m length; shade rate 70-80% or Plastic Sheeting (white), sun reflective on both sides.</p> <p>2- Timber poles: 2.15m long. Section size 50 mm nominal diameter.</p> <p>3- Nails: Steel. Supplied in a sealed bag. Length: 75mm (3*); Diameter: 3 mm</p> <p>4- Rope: 5mm diameter, polypropylene or nylon or other polymers (black). Min 3 strands.</p> <p>Turkish;</p> <p>1- çatı materyali: (örnek) güneşlik neti: 100% HDPE; eni 4.5 x 6m boyu; gölge oranı 70-80% or Plastik kaplama (beyaz), çift yönlü güneş ışığı yansıtıcı.</p> <p>2-Kereste direkleri: 2.15m uzunluk. enkesit boyutu 50 mm nominal çap.</p> <p>3- çiviler: çelik. mühürlenmiş bir çantada verilir. boy: 75mm (3*); çap: 3 mm</p> <p>4- halat: 5mm çap, polipropilen or naylon ya da diğer polimerler (sıyah). Min 3 tel.</p>	Pcs		
2.2	Tent shade	<p>Including delivery anywhere in Adıyaman – For more information check the Cluster document attached.</p>	Pcs		



		<p>Refer to part 6.5 of Technical Guidance for Shading Kit</p> <p>1- Shading material: (Example) Sunshade net: 100% HDPE; width 4.5 x 6m length; shade rate 70-80% or Plastic Sheeting (white), sun reflective on both sides.</p> <p>2- Timber poles or Steel poles: 2. 15m long. Section size 50 mm nominal diameter.</p> <p>3- Nails :Steel 3m long. Section size 100mm x 100mm nominal.</p> <p>Turkish;</p> <p>1- Çadır materyali: (örnek) güneşlik net: 100% HDPE; en 4.5 x 6m boy; gölge oranı 70-80% or plastik kaplama (beyaz), çift yönlü güneş ışığı yansıtıcı.</p> <p>2- Kereste direkler ya da çelik direkler: 2. 15m uzunluk. enkesit boyutu 50 mm nominal çap.</p> <p>3- Çiviler :Çelik 3m uzunluk. enkesit boyutu 100mm x 100mm nominal.</p>		
2.3	Community shade	<p>Including delivery anywhere in Adıyaman – For more information check the Cluster document attached.</p> <p>Refer to part 6.6 of Technical Guidance for Shading Kit</p> <p>1- Shading material: (Example Sunshade net: 100% HDPE, width 4.5 x 6m length; shade rate 70-80% or Plastic Sheeting (white), sun reflective on both sides.</p> <p>2- Timber poles or Steel poles: 2.3m long. Section size 100mm 100mm nominal.</p> <p>3- Ridge poles :5m long; 150mm wide</p> <p>4- Rope: Nylon or similar, diameter. 9 to 12 mm diameter. Woven with 2 or 3 strands, with the possibility of being unravelled. Length: 200m, in a roll. Preferred colour: Black / dark green.</p> <p>5-Tent pegs or stakes: Tent pegs, 200 to 300 mm length after bending; made of iron reinforcing bar of 10 mm diameter, with a hook bent on one end, "candy cane" shape, or a cross shape.</p> <p>6- Strong twine: 6mm; for stitching.</p> <p>7- Nails. Steel. Supplied in a sealed bag. Length: 75mm (3*); Diameter: 3 mm.</p> <p>8- Community toolkit: Example contents) Handsaw, shovel, wheelbarrow, claw hammer, pickaxe.</p>	Pcs	



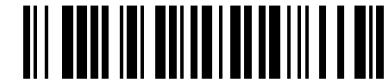
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3.1	Household Shade	<p>Including delivery anywhere in Kahramanmaraş – For more information check the Cluster document attached. Refer to part 6.4 of Technical Guidance for Shading Kit</p> <p>1- Shading material: (Example) Sunshade net: 100% HDPE; width 4.5 x 6m length; shade rate 70-80% or Plastic Sheeting (white), sun reflective on both sides. 2- Timber poles: 2.15m long. Section size 50 mm nominal diameter. 3- Nails: Steel. Supplied in a sealed bag. Length: 75mm (3*); Diameter: 3 mm 4- Rope: 5mm diameter, polypropylene or nylon or other polymers (black). Min 3 strands.</p> <p>Turkish; 1- çatı materyali: (örnek) güneşlik neti: 100% HDPE; eni 4.5 x 6m boyu; gölge oranı 70-80% or Plastik kaplama (beyaz), çift yönlü güneş ışığı yansıtıcı. 2- Kereste direkleri: 2.15m uzunluk. enkesit boyutu 50 mm nominal çap. 3- çiviler: çelik. mühürlenmiş bir çantada verilir. boy: 75mm (3*); çap: 3 mm 4- halat: 5mm çap, polipropilen or naylon ya da diğer polimerler (sıyah). Min 3 tel.</p>	Pcs	
3.2	Tent shade	<p>Including delivery anywhere in Kahramanmaraş – For more information check the Cluster document attached. Refer to part 6.5 of Technical Guidance for Shading Kit</p> <p>1- Shading material: (Example) Sunshade net: 100% HDPE; width 4.5 x 6m length; shade rate 70-80% or Plastic Sheeting (white), sun reflective on both sides. 2- Timber poles or Steel poles: 2. 15m long. Section size 50 mm nominal diameter. 3- Nails :Steel 3m long. Section size 100mm x 100mm nominal.</p> <p>Turkish; 1- Çadır materyali: (örnek) güneşlik net: 100% HDPE; en 4.5 x 6m boy;</p>	Pcs	



		<p>gölge oranı 70-80% or plastik kaplama (beyaz), çift yönlü güneş ışığı yansıtıcı.</p> <p>2- Kereste direkler ya da çelik direkler: 2. 15m uzunluk. enkesit boyutu 50 mm nominal çap.</p> <p>3- Çiviler :Çelik 3m uzunluk. enkesit boyutu 100mm x 100mm nominal.</p>			
3.3	Community Shade	<p>Including delivery anywhere in Kahramanmaraş – For more information check the Cluster document attached.</p> <p>Refer to part 6.6 of Technical Guidance for Shading Kit</p> <p>1- Shading material: (Example Sunshade net: 100% HDPE, width 4.5 x 6m length; shade rate 70-80% or Plastic Sheeting (white), sun reflective on both sides.</p> <p>2- Timber poles or Steel poles: 2.3m long. Section size 100mm 100mm nominal.</p> <p>3- Ridge poles :5m long; 150mm wide</p> <p>4- Rope: Nylon or similar, diameter. 9 to 12 mm diameter. Woven with 2 or 3 strands, with the possibility of being unravelled. Length: 200m, in a roll. Preferred colour: Black / dark green.</p> <p>5-Tent pegs or stakes: Tent pegs, 200 to 300 mm length after bending; made of iron reinforcing bar of 10 mm diameter, with a hook bent on one end, "candy cane" shape, or a cross shape.</p> <p>6- Strong twine: 6mm; for stitching.</p> <p>7- Nails. Steel. Supplied in a sealed bag. Length: 75mm (3*); Diameter: 3 mm.</p> <p>8- Community toolkit: Example contents) Handsaw, shovel, wheelbarrow, claw hammer, pickaxe.</p> <p>Turkish;</p> <p>1-Çadır materyali: (örnek güneşlik net: 100% HDPE, en 4.5 x 6m boy; gölge oranı 70-80% ya da plastik kaplama (beyaz),çift yönlü güneş ışığı yansıtıcı.</p> <p>2-Kereste direkler ya da çelik direkler: 2.3m unzunluk. Enkesit boyutu: 100mm 100mm nominal.</p> <p>3-Kafes direkleri: 5m boy; 150mm en.</p> <p>4-Halat: Naylon vb. Çap .9 ile 12mm. 2 veya 3 telli dokuma, sökölme imkanı olmalı. boy: 200m, rolü. Tercih edilen renk: Sıyah / koyu yeşil.</p>			



	<p>5-Çadır mandalı veya kazıkları: Çadır mandalları boyu büküldükten sonra 200 ile 300 mm olmalı 10 mm çapında demir takviye çubuğundan yapılmıştır, bir ucunda bükülmüş bir kanca ile, , "şeker kamışı" şeklinde ya da çapraz şekilde. 6- Güçlü sicim: 6 mm; dikiş için. 7- Çiviler. çelik. Mühürlenmiş çantada verilir. boy: 75mm (3*); çap: 3 mm. 8- Alet çantası: içerik örneği) El testeresi, körek, el arabası, pençe çekiç, kazma.</p>		
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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 / İstekli Yetkilinin Adı:

Representative/ Temsilci: _____

Authorized signature and stamp/ Yetkili imza ve kaşe: _____

Date/Tarih: _____



TERM OF REFERENCE & TECHNICAL QUESTIONNAIRE ACTED *TURKIYE*

RFQ N° (filled in by ACTED): T-17FKV-M1H-SHS-GZT-WASH-01-08-2023-1

Date (filled in by Bidders):

This questionnaire will be used in the selection of a supplier under this procurement. In case the bidder is awarded with a contract, the information provided bellow will be made contractual. Therefore, the bidder is requested to provide accurate and reliable timelines.

The selected supplier will be awarded a FWA where will be defined all the items prices inclusive of manufacture, transport and site installation and cost related to this operations.

Under this FWA, at each of Acted order the supplier will have to abide to:

- Delivery delay as per below table, delivery delays means from the reception of an order to the actual installation of the units.
- Do a site visit to flag any adaptation of the specification and any price impacts
- Manufacture the requested units in its factory
- Deliver them on site, pre built.
- Install them on site.

Please fill out the following table:

Item index	Summed up description	Delays of delivery (From order to complete installation on site)
1.1	Household Shade in Hatay/Antakya city.	Delivery delays for 10 units (Working days):
1.2	Household Shade in Adiyaman.	Delivery delays for 10 units (Working days):
1.3	Household Shade in Kahramanmaras.	Delivery delays for 10 units (Working days):
Item index	Summed up description	Delays of delivery (From order to complete installation on site)
2.1	Tent shade in Hatay/Antakya city.	Delivery delays for 10 units (Working days):
2.2	Tent shade in Adiyaman.	Delivery delays for 10 units (Working days):
2.3	Tent shade in Kahramanmaras.	Delivery delays for 10 units (Working days):
Item index	Summed up description	Delays of delivery (From order to complete installation on site)
3.1	Community shade in Hatay/Antakya city.	Delivery delays for 1 unit (Working days):
3.2	Community shade in Adiyaman.	Delivery delays for 1 unit (Working days):
3.3	Community shade in Kahramanmaras.	Delivery delays for 1 unit (Working days):



"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: _____

