



## CALL FOR TENDER ACTED [TURKEY] Instructions to Bidders

Date: 29/08/2023  
Tender N°: T-17FLK-JOOLEG-Adiyaman-LOG-21-08-2023-1

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:           | <b>Garbage Bins 770L</b>                       |
| 2. Delivery address:      | Adiyaman province                              |
| 3. Quantity/unit:         | 80+ units                                      |
| 4. Modality of delivery:  | Delivery duty paid on Acted distribution site. |
| 5. Market share estimate: | 40,000.00 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	A complete datasheet of the item technical properties (technical drawing, pictures proving dimensions with scale...)
3	An original <b>Offer Form (PRO-06)</b> dated, filled, signed & stamped by the Bidder ( <i>detailed as per the requested currency</i> ) and its <b>Annex</b>
4	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 in either English or Turkish.**

### GENERAL CONDITIONS:

- The **closing date** of this tender is **07 / 09 / 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-17FLK-JOOLEG-Adiyaman-LOG-21-08-2023-1) 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](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. Samples of the supplied materials might be request 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-17FLK-JOOLEG-Adiyaman-LOG-21-08-2023-1

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	Simple Description	Detailed Technical Specification (English)	Detailed Technical Specification (Turkish)	UNIT - BİRİM	Unit Price in USD including VAT and delivery cost KDV ve teslimat maliyeti dahil ABD Doları cinsinden Birim Fiyat
1	Garbage Bin 770L	<p>Body 2.00 mm. It is formed by bending and pressing as a single piece of sheet metal and its strength is increased. The base has corners and the upper posterior rim is radiused. The assembly of the side sheets made of the same sheet with the body sheet, at least 15.00 mm. wide bent protrusion or lip including all perimeters and radii, with this protrusion, side sheets and body sheet, including external radii, are joined seamlessly by welding.</p> <p>The body welding and other welds are made by using the gas metal arc technique, without slag, by continuous boiling and the body is watertight.</p> <p>Lifting arms suitable for the lifting apparatus on the vehicle were drilled from 4.00 mm sheet of 45x10 cm, 16.00 mm round arm was welded to the sheet metal from the bottom and top, and the sheet metal was welded to the body.</p> <p>Container lid 1.50 mm. It is manufactured from sheet metal in the form of a cover system that can be opened around its own axis. The cover is in one piece and has an opening handle, stop and lock system. In addition, there are internal strength-enhancing profile reinforcements on the cover.</p> <p>Carrier 4 pieces 160x45 mm. in size, wide tongs, 360 degree rotating, tongs 4.00 mm. The wheel connection foot plate is 4.00 mm.</p>	<p>Gövde 2,00 mm. Tek bir sac parçası olarak bükülme ve presleme ile oluşur ve mukavemeti artar. Tabanın köşeleri vardır ve üst arka kenar yarıçaplıdır. Aynı tabakadan yapılmış yan tabakaların gövde sacı ile en az 15,00 mm. tüm çevreleri ve yarıçapları içeren geniş bükülmüş çıkıntı veya dudak montajı, bu çıkıntı ile dış yarıçaplar dahil yan tabakalar ve gövde tabakası kaynakla sorunsuz bir şekilde birleştirilir.</p> <p>Gövde kaynağı ve diğer kaynaklar gaz metal ark tekniği kullanılarak, cürüfsüz, sürekli kaynatılarak yapılır ve gövde su geçirmezdir.</p> <p>Araç üzerinde kaldırma aparatına uygun kaldırma kolları 45x10 cm'lik 4,00 mm sacdan delinmiş, alttan ve üstten sac metale 16,00 mm yuvarlak kol, sac ise gövdeye kaynaklanmıştır.</p> <p>Kap kapağı 1,50 mm. Sac metalden kendi ekseninde etrafında açılabilen kapak sistemi şeklinde imal edilir. Kapak tek parça halindedir ve bir açma kolu, durdurma ve kilitleme sistemine sahiptir. Ayrıca kapakta iç mukavemet arttırıcı profil takviyeleri bulunmaktadır.</p> <p>Taşıyıcı 4 adet 160x45 mm. boyutunda, geniş maşa, 360 derece dönen, maşa 4.00 mm. Tekerlek bağlantı ayak plakası 4,00 mm'dir.</p>	80 Pcs	



		<p>The inside and outside of the container, including the cover, were painted complete with a Hot Dip Galvanizing system.</p> <p>The figure of the person throwing garbage and the slogan 'Let's Keep Our Environment Clean' are written on the front surface.</p>	<p>Kapağı da dahil olmak üzere kabın içi ve dışı Sıcak Daldırma Galvanizleme sistemi ile komple boyanmıştır.</p> <p>Ön yüzeye çöp atan kişinin figürü ve "Çevremizi Temiz Tatalım" sloganı yazıyor.</p>		
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**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:"

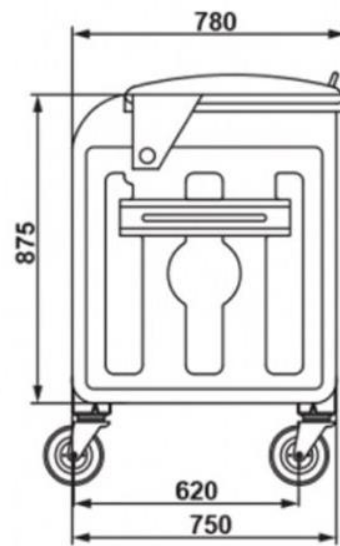
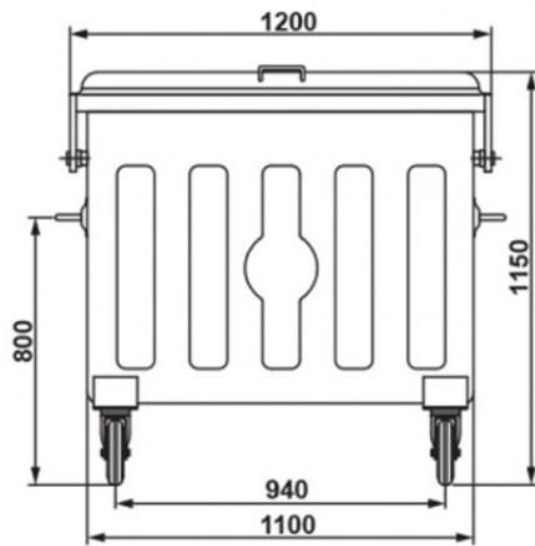
Name of Bidder's Authorized / İstekli Yetkilinin Adı:

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

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

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



**ANNEX 1: Sample and technical drawing**

770 LT.

