## NATIONAL CALL FOR TENDER ACTED [AFGHANISTAN]

## Instructions to Bidders

Date: 14/07/2024

Tender N°: **LT/02FML/8Z8/J14/MAZAR/11072024**

Through this tender ACTED is requesting companies to provide detailed written offers for the construction of the following building.

**Product specifications:**

* + - 1. Description: **Procurement of Books and Stationery for Mazar-e-Sharif, Balkh Province**
      2. Product class / category: Stationery
      3. Made in (origin of product): National/International
      4. Product stage:
      5. Quantity/unit: Based on attached offer form.

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

**Responsibilities of the supplier:**

1. Place of delivery: (Balkh Province, Mazar-e-Sharif, Acted Stock)
2. INCOTERM (delivery conditions): DDP Mazar Acted Office
3. Maximum date of delivery: 10 Days after signing of contract
4. Minimum offer validity period required: One Month

The responses to this call for tender shall include the following elements:

|  |  |
| --- | --- |
| 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 *(detailed as per the requested currency)* |
| 3 | **ACTED Ethical Declaration (PRO-06.2)** dated, filled, signed & stamped by the Bidder |
| 4 | **Supplier Questionnaire (PRO-03.2)** dated, filled, signed & stamped by the Bidder |
| 5 | The **Bidder’s official registration documents** |
| 6 | Acopy of the **Bidder’s legal representative ID or passport** |
| 7 | **ACTED’s General Conditions for Purchase** signed & stamped by the Bidder |
| 8 | The **Bidder’s Checklist (PRO-06.3)** dated, filled, signed & stamped by the Bidder |

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

**General conditions:**

1. The **closing date** of this tender is **28/07/2024 at 5:00 PM** Kabul timein ACTED officesat the following address:

Acted area office Kart-e-Mamorin District#2 Guzar-e-Qurghan in front of Qurghan masjid Mazar-e-Sharif Balkh province – Afghanistan Tel + 93 (0) 728427046.

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.

1. The submission of an offer by a bidder to this call for tender may not result in the award of a contract.
2. The offer must be submitted to ACTED Logistics department in a sealed envelope marked “Not to be opened before **28/07/2024 at 5:00 pm** Kabul time and the Tender reference number above.
3. Unsealed envelopes and late offers will not be considered.
4. 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.
5. Collusive practices are prohibited and will lead to offers rejection.
6. **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:**

* If the tender is divided into lots, the Bidder may bid for one or all Lots. Each lot may be subject to a separate contract and the quantities indicated for each lot. The Bidder must offer all items & quantities indicated for each lot.
* If the Bidder is awarded more than one lot, a single contract may be concluded for each lot.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_