## NATIONAL CALL FOR TENDER ACTED [AFGHANISTAN]

## Instructions to Bidders

Date: 06/10/2024

Tender N°: **T/02FYF/RU7B05/Kabul/06/10/2024**

Through this tender ACTED is requesting health and logistical companies to provide detailed written offers for the provision of the following materials/tools.

**Product specifications:**

1. Description: **Procurement of Hygiene kits**

**for Kunar and Laghman Provinces**

1. Product class / category: Kits
2. Made in (origin of product): National/International
3. Product stage:
4. Quantity/unit: Based on attached offer form.

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

**Responsibilities of the supplier:**

1. Place of delivery: (Nengarhar Provinces Acted Stock)
2. INCOTERM (delivery conditions): DDP (Delivery Duty Paid)
3. Maximum date of delivery: One month after signing of contract
4. Minimum offer validity period required: Six Months

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 |
| 9 | Example of similar previous contract and customer service offer |

**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 **20/10/2024 at 4:00 PM** Kabul timein ACTED officesat the following address:

* ACTED representative office in Kabul city: Shahre Naw Turabaz Khan Qudeat Centre Dist. 10 Kabul City Afghanistan
* ACTED Jalalabad Office: Qasaba Area, district 4, Jalalabad, Nangarhar, Afghanistan

Tel + 93 (0) 797 747 696

1. 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.
2. The submission of an offer by a bidder to this call for tender may not result in the award of a contract.
3. The offer must be submitted to ACTED Logistics department in a sealed envelope marked “Not to be opened before **20/10/2024 at 4:00 pm** Kabul time and the Tender reference number above.
4. Unsealed envelopes and late offers will not be considered.
5. 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.
6. Collusive practices are prohibited and will lead to offers rejection.
7. **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:**

1. Bidders selection criteria will be evaluated as described below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Criteria** | **Sub-criteria** | **Maximum Score** | **Fail** (0 if info not provided) | **Pass** |
| **1** | **Experience** | **Similar past contracts** | **Pass** | The bidder has provided no past contract similar to the contract to award | The bidder has provided at least one past contract similar to the contract to award |
| **Number of years in business** | **Pass** | The bidder has been working in this business for **less** than 5 years | The bidder has been working in this business for **5 years or more** than 5 years |
| **2** | **Reliability** | **Customer services (repair, return and exchange)** | **Pass** | The bidder proposes **none** of the following services:  - Repair  - Refund  - Exchange | The bidder proposes at least **one** of the following services:  - Repair  - Refund  - Exchange |

1. Bids award criteria will be assessed through a:

**Pass/fail method**  X OR **Scoring method**  □

[The Purchase Committee has to tick the relevant box, as per the method selected for this specific tender]

Note:

* The pass/fail method consists in evaluating the technical component of offers from the lowest price.
* The scoring method consists in assessing all eligible offers based on a pre-defined scoring scale for each selection and/or award criteria. The best rated offer will be selected at the end of this process. Price may not account for less than 50% of the final score, unless authorized otherwise and stated in the present Instructions to Bidders.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | |  | **Scoring scale : goods and equipments** | |
| **#** | **Criteria** | | **Muximum Score** | **Fail** | **Pass** |
| **1** | | | **Ranking from the cheapest** | The bidders are ranked from the cheapest price to the highest price. The first in price will undergo criteria 1 (experience). If they pass, they will undergo criteria 2 (reliability), and so on. As soon as they fail one of the criteria, the second in price will undergo the same methodology. | |
| **1** | **Experience** | **Similar past contracts** | **PASS** | The supplier has provided no past contract similar to the contract to award | The supplier has provided at least one past contract similar to the contract to award |
| **Amount of past contracts** | **PASS** | **No similar past contract provided** has an amount is equal or above the contract amount to be awarded | The amount of a similar past contract provided is **equal or above** the contract amount to be awarded |
| **Number of years in business** | **PASS** | The supplier has been working in this business for less than 5 years | The supplier has been working in this business for 5 years or more than 5 years |
| **2** | **Reliability** | **Customer services (repair, return and exchange)** | **PASS** | The supplier proposes none of the following services : - Repair - Refund - Exchange | The supplier proposes one of the following services : - Repair - Refund - Exchange |
| **3** |  | | **PASS** | Quality is evaluated by a PASS/FAIL method for each required element using the following formula: (number of "PASS" of evaluated bidder/total number of points)\*30 | |
| **4** |  |  | **PASS** | **Less than 80%** of the required items are available in the supplier's stock | **More than 80%** of the required items are available in the supplier's stock |
|  | **PASS** | **Over 10 workings days more** than requested deadline | **Less than 10 workings days more** than requested deadline |
| **Bonus** |  | | **10** | N/A | |

1. 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.
2. A Sample Form (**PRO-15**) will be required for the pre-selected bidders in the week following the closing date of this tender.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_