

CALL FOR TENDER ACTED Tunisia/Libya

Date: 16/03/2020

Tender N°: T/FWA/MULTI/FSP/TUNISIA/LIBYA/16/03/2020

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following products:

PRODUCT SPECIFICATIONS:

1. Description: 1-year Financial service provider for one year framework contract
2. Product class / category: Service
3. INCOTERMS: DDP Tripoli,Benghazi& Sebha

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Tripoli,Benghazi& Sebha
2. Date of delivery: 01/05/2020
3. Validity of the offer: (6 Months) Preferably

The answers to this tender should include the following elements:

- The ToRs have to be signed and stamped by legal representative of the company and sent with all the tender documents. **(Compulsory)**;
- An ID copy of legal representative of the company **(Compulsory)**;
- Registration documentation of the company **(Compulsory)**;
- Proofs of past performances (including example contracts or other evidence of performance) in a similar field of activity (e.g. distribution of cash, hand-to-hand, in field setting) are provided (compulsory)
- Please provide a map of your institution existing delivery points/agents/network in the areas targeted by ACTED.

GENERAL CONDITIONS:

- The **closing date** of this tender is fixed on **06/03/2020 at 12:00 AM Libya local Time** in ACTED office at the following addresses :
 - **ACTED Capital Office:** Immeuble Nour, Rue du Corail – Office A1-1, 1st floor,1053- Les berges du Lac 2 –Tunis
 - **ACTED SEBHA Office :** Second Ring Road. Second floor. 071 Sebha Libya, +218925728421/+218919829188
 - **ACTED Benghazi Office :** JAMAL ABDULNASSER ST, AL ZAYTOUN, BENGHAZI, LIBYA
 - **ACTED Tripoli Office :** Ben Ashour Area, Aljaraba Street,Tripoli, Libya
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- 2 Tenderers who will present their offer at ACTED bases other than *ACTED capital office in Tunisia* must take into consideration the transport time from the local base to *ACTED capital office in Tunisia*
- 3 Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
- 4 Tenderers will sign and return all pages of the Product Specifications for which they apply.
- 5 The offer to the call for tender will not result in the award of a contract.
- 6 The offer will be submitted in English and in Libyan Dinars (LYD) only all cost included (including delivery) and taxes included.
- 7 The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "T/FWA/MULTI/FSP/TUNISIA/LIBYA/16/03/2020" not to be opened before 08/04/2020 and the purpose of the offer.



- 8 Unsealed envelope and late offers will not be considered.
- 9 To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract 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 contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

NOTE: 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 has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, send an e-mail to transparency@acted.org.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: